

STATE OF SOUTH CAROLINA  
 GRANT/CONTRIBUTION CLOSING PACKAGE  
 REVIEWER CHECKLIST  
 At June 30, \_\_\_\_\_

2002

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Reviewer's Signature:

Date Last Review Step Was Completed:

**The following questions apply to all Grant/Entitlement Revenues closing package forms.**

REVIEW STEP	YES/NO
Is the reviewer of each form someone other than the person who prepared it?	
Did the preparer and reviewer <i>sign</i> each form (not just type or rubber-stamp their names)?	
Did the preparer and reviewer show their titles and telephone numbers on each form?	
Did your agency have a combined total of \$750,000 or more in grant revenue plus amounts passed through to subrecipients during the fiscal year?	
Can all amounts reported on each form be traced back to official agency accounting records or to the working papers (i.e., the Grants Analysis Worksheet)?	
Do the completed closing package forms reflect implementation of all changes in closing package instructions for this year, if any, that apply to your agency?	
Are large differences between the closing package amounts reported in the current-year and those reported last year explained (as to reasons) in the working papers retained for audit purposes?	
Have GAAP Fund Codes and GAAP Fund Names been provided when requested?	
Does the analysis include only grant revenues?	
Have all Federal grants been evaluated using the reimbursement eligibility requirement?	
Have all applicable eligibility requirements been met for grants for which a receivable has been reported?	
Does the beginning balance for each grant on the grants analysis worksheet equal the prior year's ending balance for the same grant?	
Do the amounts computed for closing package purposes reconcile to the Schedule of Expenditures of Federal Awards, plus or minus accounts payable and accounts payable reversals?	

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**The following questions apply to the Grant/Contribution Receivables and Deferred Revenue Summary Form (GAAP Form 3.3.1).**

REVIEW STEP	YES/NO
Are all grants reported in the appropriate GAAP funds?	
Are amounts received after June 30 for expenditures incurred before June 30 included as receivables?	
Are amounts due from grantors for FM13 expenditures included as receivables?	
Do all reported receivables <i>exclude</i> payroll expenditures incurred in June but not paid until July?	
For grants recorded in Governmental Funds only, have amounts received or expected to be received within the next fiscal year been reported as accounts receivable?	
For grants recorded in Governmental Funds only, have receivable amounts expected to be received beyond the next fiscal year been reported as deferred revenue also?	
Is your agency the end recipient within State government for the grants reported?	
Are all reported Medicaid receivables due directly to your agency from the Federal government (i.e., not payable to your agency from other State agencies under fee for service contracts)?	
Has your agency completed a form for each GAAP fund that receives any grant revenue? (Enter zeros on the form if there are no receivables or deferred revenue to report.)	
If you had any outstanding pledges at June 30 that were not recorded as revenue because they were not measurable (see KEY TERMS) at June 30, did you attach a description of the situation to the Summary Form?	