

STATE OF SOUTH CAROLINA  
CLAIMS CLOSING PACKAGE  
REVIEWER CHECKLIST  
FISCAL YEAR \_\_\_\_\_

2002

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Reviewer's Signature:	
Date Last Review Step Was Completed:	
REVIEW STEP	YES/NO
Is the reviewer of all claims closing packages someone other than the person who prepared them?	
Did the preparer and reviewer <i>sign</i> the closing packages (not just type or rubber-stamp their names)?	
Did the preparer and reviewer show their titles and telephone numbers?	
Can all amounts reported on the Claims Summary Form (GAAP Form 3.15.1) be traced back to official agency accounting records or to working papers?	
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 differences between the closing package amounts reported in the current-year and those reported last year either (1) small or (2) explained (as to reasons) in working papers retained for audit purposes?	
Have GAAP fund codes and GAAP fund names been provided when requested?	
On the Claims Summary Form (GAAP Form 3.15.1), has the claim-paying program or type of self-insured risk been identified?	
On the Claims Summary Form (GAAP Form 3.15.1), has the current claims liability been split between amounts to be paid in STARS FM 13 of the <i>current</i> fiscal year and amounts to be paid during the <i>next</i> fiscal year?	
Has an Additional Claims Information Form (GAAP Form 3.15.2) been completed for each completed Claims Summary Form (GAAP Form 3.15.1)?	