

# PREPARING FOR THE AUDIT –

March 23, 2023

Darling.  
Luck favors  
the prepared.



Presented by:

WAYDE POLLOCK

CESA #4 FINANCE DIRECTOR

# My Background

- Governmental Auditor for over 16 years
- Audited school districts all over the state of Wisconsin
- Finance Director at CESA #4 for over 9 years



# Why do we need an audit?

- WI Statute 120.14
- Annual examination of financial accounts to ensure their accuracy and verification.
- At the end of each fiscal year, Districts are to contract with a CPA to perform the audit.
- It is important to remember your district is contracting the CPA firm. They work for you.
- Most Auditors are there to help you not to find your mistakes.

# Where Do I Start?

- Print your balance sheet in the software you use.
  - This will provide the balances in your assets, liabilities, and equity as of 6-30-202X
- You will need to provide documentation of what those balances consist of.
- This is over half the battle. It is the primary focus of the auditors.
- What is considered documentation?

CESA #4  
2021-2022 BALANCE SHEET

Account Number	Account Type	Current FY Ending Balance
-- - - - - 711000 ---	CASH/CHECKING	209,784.45
-- - - - - 711100 ---	FLEX CHECKING	2,573.64
-- - - - - 711110 ---	PAYPAL CHECKING	17,730.28
-- - - - - 711200 ---	PETTY CASH	500.00
-- - - - - 712100 ---	MONEY MARKET	874,886.51
-- - - - - 712200 ---	LOCAL GOVERNMENT INV POOL	1,069,973.08
-- - - - - 715200 ---	AR DISTRICT	389,775.38
-- - - - - 715200 ---	AR BUSINESS	1,267.00
-- - - - - 715420 ---	AR CESA'S	50,077.75
-- - - - - 715500 ---	AR-STATE	1,389,415.37
-- - - - - 715600 ---	FEDERAL GOVT AR	171,317.80
-- - - - - 717000 ---	PREPAID EXPENSE	31,246.00
-- - - - - 751000 ---	LAND	155,556.00
-- - - - - 753000 ---	BUILDING	1,390,613.52
-- - - - - 754000 ---	VEHICLES	25,257.00
-- - - - - 754100 ---	EQUIPMENT	82,976.93
-- - - - - 853000 ---	ACCUMULATED DEPR - VEHICLES	-24,836.05
-- - - - - 853100 ---	ACCUMULATED DEPR- BUILDINGS	-722,245.13
-- - - - - 853101 ---	ACCUMULATED DEPR-EQUIPMENT	-65,144.96
	TOTAL ASSETS	<u>5,050,724.57</u>
-- - - - - 811200 ---	ACCOUNTS PAYABLE	-398,258.81
-- - - - - 811611 ---	FICA WITHOLDING	415.32
-- - - - - 811621 ---	EMPLYR RETIREMENT	10,977.55
-- - - - - 811622 ---	EMPLY RETIREMENT	10,977.55
-- - - - - 811631 ---	HEALTH INS PAYABLE	-24,637.12
-- - - - - 811632 ---	DENTAL INS PAYABLE	-1,350.88
-- - - - - 811633 ---	ALLSTATE INS PAYABLE	-1,882.30
-- - - - - 811634 ---	LIFE INS PAYABLE	1,268.85
-- - - - - 811696 ---	DEPENDENT CARE FLEX	-539.97
-- - - - - 811698 ---	FLEX WITHOLDING	-2,693.21
-- - - - - 811699 ---	HRA PAYABLE	-10,413.78
-- - - - - 811800 ---	ACCRUED SALARIES	-218,591.77
-- - - - - 811801 ---	INS PAY BACKS	2,506.98
-- - - - - 816000 ---	DEFERRED REVENUE	-15,313.80
-- - - - - 849000 ---	VEST EMPL BENEFITS	-54,552.26
	TOTAL LIABILITIES	<u>-702,087.65</u>
-- - - - - 910000 ---	FUND EQUITY	-577,818.69
-- - - - - 931100 ---	Reserved for Encumbrances	-49,095.70
-- - - - - 931110 ---	ENCUMBRANCE OFFSET	49,095.70
-- - - - - 931900 ---	DESIGNATED FUND BALANCE-UNFUND	-42,116.00
-- - - - - 932000 ---	RESERVED FUND BAL-HRA	-34,277.00
-- - - - - 933000 ---	Net Assets - Undesignated	-3,689,425.23
-- - - - - 934000 ---	FUND BAL RESERVEITINERANT SICK	-5,000.00
	TOTAL EQUITY	<u>-4,348,636.92</u>
	TOTAL LIABILITIES & EQUITY	<u>(5,050,724.57)</u>

# What documents should I prepare?

- Provide a cash reconciliation for all of your cash and investments as of June 30<sup>th</sup>
- Have the o/s check lists and statements.
- Bank collateral statement (if applicable)
- Prior to June 30<sup>th</sup> the auditors will send you confirmations for your bank accounts. List all your bank accounts and remember the amounts the bank is going to report is what they will be testing.

## Bank Reconciliation

June 2022 — Bank Account: GENERAL A/P — Status: O — Created By: POLLOCK, WAYDE A

CO-OP ED SERVICES AGENCY 4 (CESA 4)

	System Totals	On Statement	Outstanding
Monthly Beginning Balance			-14,089.28
ACH	-1,033,182.52	-1,126,139.62	-4,800.00
Accounts Payable Invoices	0.00	0.00	0.00
Accounts Receivable Invoices	0.00	0.00	0.00
Cash Receipt Deposits	1,217,296.52	1,217,296.52	0.00
Checks	-445,722.78	-241,644.18	-217,123.89
Fee Management Payments	0.00	0.00	0.00
Food Service Payments	0.00	0.00	0.00
Food Service Purchases	0.00	0.00	0.00
Journal Entries	371,688.80	371,688.80	0.00
Wire Transfers	-214,251.57	-210,927.40	-4,368.16
Manual Adjustments			31.61
<b>Grand Totals</b>	<b>-\$104,171.55</b>	<b>\$10,274.12</b>	<b>-\$226,260.44</b>
Bank Statement Ending Balance	436,044.89		
+ Outstanding Balance	-226,260.44		
- Monthly Ending Balance	209,784.45		
= Variance	<b>\$0.00</b>		

CESA #4  
Cash Reconciliation  
June 30, 2018



<u>Balance Sheet Ending Balance</u>		
	07 000 000 711000	(104,576.07)
	08 000 000 711000	(5,145.00)
	21 000 000 711000	423,281.47
	25 000 000 711000	89,777.96
	27 000 000 711000	942,771.98
	29 000 000 711000	781,825.01
	66 000 000 711000	(40,211.84)
	71 000 000 711000	(190,825.87)
	75 000 000 711000	(307,129.29)
	80 000 000 711000	(111,875.54)
	81 000 000 711000	(70,031.76)
	82 000 000 711000	(740,549.18)
	83 000 000 711000	(715,698.60)
	84 000 000 711000	(459,556.28)
	85 000 000 711000	(35,876.66)
	97 000 000 711000	<u>1,017,396.68</u>
		473,577.01
<u>Reconciling Items:</u>		<u>-</u>
	Reconciled Ending Balance	473,577.01
112352	Business Checking	516,918.64
<u>Reconciling Items:</u>		
	General Outstanding Checks	(43,341.63)
	Reconciled Bank Balance	<u>473,577.01</u>
	Variance	<u>(0.00)</u>



I cannot stress enough the importance of reconciling your cash accounts on a monthly basis. Do not let them go and think you can do it all at year-end. When cash isn't reconciled monthly it sets the tone of the audit for the auditors. They will immediately go on alert. Plus it will be reported to the DPI



# What documents should I prepare?

- Taxes receivable.
  - Remember to Record. It is most likely your largest receivable. 
- County should send a confirmation to you let you know collections and what is due to the district.
- Record receivables from the state. Delayed equalization aid and computer aid. 

# Taxes Receivable

	Levied	January	February	Lottery Cr		Amt Due
312 LANCASTER SCHOOL DIST						
TOWN OF BEETOWN	324,265.15	55,576.39	122,158.33	9,249.48	0.00	137,280.95
TOWN OF ELLENBORO	180,930.25	28,955.33	77,757.58	4,364.81	0.00	69,812.53
TOWN OF HARRISON	5,129.50	1,320.87	1,658.03	128.99	0.00	2,021.61
TOWN OF LIBERTY	82,562.74	3,478.22	50,877.63	2,278.70	0.00	25,928.19
TOWN OF LITTLE GRANT	108,328.94	29,087.58	37,975.98	2,109.48	0.00	39,155.90
TOWN OF NORTH LANCASTER	385,304.77	114,777.47	126,341.82	7,938.91	0.00	136,246.57
TOWN OF POTOSI	52,241.19	6,036.18	25,160.57	1,470.06	0.00	19,574.38
TOWN OF SOUTH LANCASTER	601,936.93	154,763.39	202,622.31	13,922.41	0.00	230,628.82
TOWN OF WATERLOO	5,778.94	1,381.06	2,095.56	166.62	0.00	2,135.70
CITY OF LANCASTER	2,162,538.53	573,799.21	812,330.89	60,851.91	0.00	715,556.58
2912 DISTRICT TOTALS	3,909,017.00	969,215.70	1,458,978.70	102,481.37	0.00	1,378,341.23

Verified By: Jeff Jabrony

Title: District Bookkeeper Date: 5/15/2017

**Calculation of Remaining School District Equalization Aid Payments for 2016-2017**

**June 15, 2017**

District:

District Code:

The June payments include adjustments for Open Enrollment and Tuition Waiver tuition and the YCA charges and WPCP/RPCP General Aid

**July 24th Delayed Equalization Aid Payment Transaction receivable as of June 30, 2017**

Debits		Credits	
<b>9. July Open Enrollment Expenditures Adj</b>	\$0.00	<b>30. July Open Enrollment Revenues Adj</b>	\$0.00
(Fund 10 Function 435 000 Object 382) - <b>See comment</b>		(Fund 10 Credit Source 345) - <b>See comment</b>	
<b>10. July Delayed EQ held in JUNE</b>	\$0.00	<b>31. July Refund to DPI for Overpayment -</b>	\$0.00
("Due to State" account 813 500)		(Credit Fund 10, Source 621) - <b>See comment</b>	
<b>11. July 25th Deposit Amount</b>	\$108,806.00	<b>32. July 25th Delayed Equalization Aid*</b>	\$108,806.00
(Debit Fund 10 Cash)		(Credit Fund 10 Source 621)	
<b>Total Debits</b>	<b>\$108,806.00</b>	<b>Total Credits</b>	<b>\$108,806.00</b>

\*When the July payment is received, credit receivable fund 10 account 715 000 and debit fund 10 cash.

\*Includes Revenue Limit Adjustment of

# What documents should I prepare?

- Prepare a schedule that details your Account Receivable Balances.
- A tip to reduce auditor Journal Entries. Go through all the receipts you have from 7-1-XX to the first day of your audit.
- Verify the revenue for those receipts are coded to the proper fiscal year.
- The auditors will perform this test to see if additional accounts receivable will need to be recorded or reclassified.

CESA #4 ACCOUNTS RECEIVABLE AGING  
6/30/2022

Payor						Total Amount Due	715200	715300	715420	715500	715600	Total Amount
	0 - 30 Days	31 - 60 Days	61 - 90 Days	Older	Due							
ALMA CENTER-HUMBIRD-MERRILLAN SCHOOL DISTRICT,	5,180.49	-	-	-	5,180.49	5,180.49	-	-	-	-	-	5,180.49
ALMA SCHOOL DISTRICT,	3,462.75	-	-	-	3,462.75	3,462.75	-	-	-	-	-	3,462.75
ARCADIA SCHOOL DISTRICT,	27,269.09	-	-	831.60	28,100.69	28,100.69	-	-	-	-	-	28,100.69
ARNOLD, JESSICA	-	-	-	150.00	150.00	-	150.00	-	-	-	-	150.00
BANGOR SCHOOL DISTRICT,	22,630.69	-	-	-	22,630.69	22,630.69	-	-	-	-	-	22,630.69
BLACK RIVER FALLS SCHOOL DISTRICT,	3,715.48	400.00	-	-	4,115.48	4,115.48	-	-	-	-	-	4,115.48
BLAIR-TAYLOR SCHOOL DISTRICT,	20,189.48	2,325.00	6,247.00	-	28,761.48	28,761.48	-	-	-	-	-	28,761.48
CASHTON SCHOOL DISTRICT,	9,228.92	-	-	272.47	9,501.39	9,501.39	-	-	-	-	-	9,501.39
CAUFFMAN, LAURIE	-	-	-	175.00	175.00	-	175.00	-	-	-	-	175.00
CESA #01,	8,500.00	-	-	200.00	8,700.00	-	-	8,700.00	-	-	-	8,700.00
CESA #11,	26,853.00	-	-	-	26,853.00	-	-	26,853.00	-	-	-	26,853.00
CESA #12,	14,324.75	-	-	-	14,324.75	-	-	14,324.75	-	-	-	14,324.75
CESA 1 LEARNING CENTER - MILWAUKEE,	-	-	-	200.00	200.00	-	-	200.00	-	-	-	200.00
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT,	50.00	-	-	-	50.00	50.00	-	-	-	-	-	50.00
DE SOTO AREA SCHOOL DISTRICT,	8,200.25	-	2,500.00	775.00	11,475.25	11,475.25	-	-	-	-	-	11,475.25
EMPLOYEE BENEFITS CORPORATION	117.00	-	-	-	117.00	-	117.00	-	-	-	-	117.00
GET SCHOOL DISTRICT,	6,900.00	-	-	-	6,900.00	6,900.00	-	-	-	-	-	6,900.00
GOETSCH, CHRISTOPHER	-	-	-	100.00	100.00	-	100.00	-	-	-	-	100.00
HILLSBORO SCHOOL DISTRICT,	13,731.98	-	100.00	-	13,831.98	13,831.98	-	-	-	-	-	13,831.98
HOLMEN SCHOOL DISTRICT,	13,129.99	300.00	-	1,494.15	14,924.14	14,924.14	-	-	-	-	-	14,924.14
HUDSON SCHOOL DISTRICT,	784.70	-	-	-	784.70	784.70	-	-	-	-	-	784.70
INDEPENDENCE SCHOOL DISTRICT,	18,931.47	-	-	1,375.00	20,306.47	20,306.47	-	-	-	-	-	20,306.47
KENOSHA SCHOOL DISTRICT	-	1,000.00	-	-	1,000.00	1,000.00	-	-	-	-	-	1,000.00
KNUTSON, STEPHANIE	-	-	-	250.00	250.00	-	250.00	-	-	-	-	250.00
LA CROSSE COUNTY HUMAN SERVICES DEPT.	341.20	-	-	-	341.20	-	-	-	341.20	-	-	341.20
LA CROSSE SCHOOL DISTRICT,	13,149.38	-	-	4,319.20	17,468.58	17,468.58	-	-	-	-	-	17,468.58
LA FARGE SCHOOL DISTRICT,	75.00	-	-	-	75.00	-	75.00	-	-	-	-	75.00
MAUSTON SCHOOL DISTRICT,	-	-	-	1,342.44	1,342.44	1,342.44	-	-	-	-	-	1,342.44
MELROSE-MINDORO SCHOOL DISTRICT,	39,603.68	10,167.93	-	301.35	50,072.96	50,072.96	-	-	-	-	-	50,072.96
MORAN THUNDERCLOUD, DIANA	-	-	-	150.00	150.00	150.00	150.00	-	-	-	-	10,698.75
NORWALK-ONTARIO-WILTON SCHOOL DISTRICT,	-	-	3.00	-	3.00	3.00	-	-	-	-	-	3.00
ONALASKA SCHOOL DISTRICT,	3,022.00	10,436.75	-	1,335.60	14,794.35	4,245.60	-	-	-	-	-	4,245.60
OLSON, BRADY	-	-	-	150.00	150.00	-	150.00	-	-	-	-	150.00
OSHKOSH SCHOOL DISTRICT,	3,113.30	-	-	-	3,113.30	3,113.30	-	-	-	-	-	3,113.30
PRINCL, HOLLY	-	-	-	50.00	50.00	-	50.00	-	-	-	-	50.00
REEDSBURG SCHOOL DISTRICT	575.00	-	-	-	575.00	575.00	-	-	-	-	-	575.00
RICE LAKE SCHOOL DISTRICT,	3,314.70	-	-	-	3,314.70	3,314.70	-	-	-	-	-	3,314.70
ROYALL SCHOOL DISTRICT,	7,303.25	750.00	-	274.05	8,327.30	8,327.30	-	-	-	-	-	8,327.30
SAINT PAUL'S LUTHERN SCHOOLS,	450.00	-	-	-	450.00	450.00	-	-	-	-	-	450.00
SENECA SCHOOL DIST,	277.56	-	-	-	277.56	277.56	-	-	-	-	-	277.56
SPARTA SCHOOL DISTRICT,	19,459.02	-	-	-	19,459.02	19,459.02	-	-	-	-	-	19,459.02
TOMAH AREA SCHOOL DISTRICT,	40,812.48	-	-	2,470.65	43,283.13	43,283.13	-	-	-	-	-	43,283.13
TOMAH BAPTIST ACADEMY	1,162.50	-	-	-	1,162.50	1,162.50	-	-	-	-	-	1,162.50
UNIVERSAL SERVICE ADMINISTRATION CO.	4,620.00	-	-	-	4,620.00	-	-	-	-	4,620.00	-	4,620.00
VANCE, JESSIE	-	-	-	125.00	125.00	-	125.00	-	-	-	-	125.00
VIROQUA AREA SCHOOL DISTRICT,	20,541.64	-	-	-	20,541.64	20,541.64	-	-	-	-	-	20,541.64
WATERFORD GRADED J1	-	-	716.01	-	716.01	716.01	-	-	-	-	-	716.01
WEST SALEM SCHOOL DISTRICT,	20,643.25	-	-	736.05	21,379.30	21,379.30	-	-	-	-	-	21,379.30
WESTBY SCHOOL DISTRICT,	515.78	-	-	799.05	1,314.83	1,314.83	-	-	-	-	-	1,314.83
WHITEHALL SCHOOL DISTRICT,	50.00	-	-	10.00	60.00	60.00	-	-	-	-	-	60.00
WISCONSIN ALLIANCE FOR INFANT MENTAL HEALTH	1,500.00	-	-	-	1,500.00	-	-	-	1,500.00	-	-	1,500.00
WI DEPT OF JUSTICE	2,604.00	-	-	-	2,604.00	-	-	-	2,604.00	-	-	2,604.00
WI DEPT OF PUBLIC INSTRUCTION,	1,462,585.55	-	-	-	1,462,585.55	-	-	-	1,295,887.75	166,697.80	-	1,462,585.55
WI DEPT OF WORKFORCE DEVELOPMENT	89,082.42	-	-	-	89,082.42	-	-	-	89,082.42	-	-	89,082.42
WONEWOC-UNION CENTER SCHOOL DISTRICT,	10,814.25	-	-	80.00	10,894.25	10,894.25	-	-	-	-	-	10,894.25
WOLF, ALISON	-	-	-	125.00	125.00	125.00	-	-	-	-	-	125.00
	\$1,948,816.00	\$25,379.68	\$9,566.01	\$18,091.61	\$2,001,853.30	\$389,775.38	\$ 1,267.00	\$50,077.75	\$1,389,415.37	171,317.80	2,001,853.30	

EXAMPLE SCHOOL DISTRICT  
ACCOUNTS RECEIVABLE  
6/30/2021

	Fund 10		Fund 10	Fund 27	Fund 50
	715500	715600	715420	715600	715600
6/30/21 Unadjusted G/L Balance	47,850.23	179,810.85	-	84,964.75	-
6/30/21 Adjusted G/L Balance	<u>47,850.23</u>	<u>179,810.85</u>	<u>-</u>	<u>84,964.75</u>	<u>-</u>
Balance Consists of:					
Equalization Aid Payment	45,038.00				
Peer Review & Mentoring Claim					
State Computer Aid	2,812.23				
Title I Claim		123,649.83			
Title IIA Claim		13,869.68			
Title IIIA Claim		12,680.00			
Title IV Claim		14,811.34			
IDEA CEIS Claim		14,800.00			
CESA #4 - Youth Apprenticeship Exp Reimb					
CESA #7 - CPR Stipend					
IDEA Flow Through Claim				82,810.75	
IDEA Pre-School Claim				2,154.00	
Food Service Aid - Breakfast					1,457.89
Food Service Aid - Lunch					3,134.60
Total	<u>47,850.23</u>	<u>179,810.85</u>	<u>-</u>	<u>84,964.75</u>	<u>4,592.49</u>

# What documents should I prepare?

- Prepare a detailed listing of the school districts prepaids.
- Such prepaids would be memberships or licenses paid in the current fiscal year but it covers the next fiscal year.
- Have invoices ready for the auditors to review.
- If the auditors come across these expenditures they will prepare journal entry to record it properly.

CESA #4  
 Prepays  
 6/30/2022

	21-717000	25-717000	27-717000	82-717000	97-717000	Total
7/31/2021 Tori Ashton / EAA 2021 Conference	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 125.00
5/10/2022 American Program Bureau Inc / Presentation Fee					16,000.00	16,000.00
6/1/2022 WASB / CESA Membership Dues 2022-23		1,671.00				1,671.00
6/15/2022 Pearson / Q-Global Pearson WISC-V Score			45.00			45.00
6/15/2022 Pearson / BASC-3-Q Global Score - Pearson			55.00			55.00
6/15/2022 CESA #5 / PBIS Conference Registration					225.00	225.00
6/17/2022 Christine Bothun / DPI Renewal			125.00			125.00
6/21/2022 IS CORP / 21-22 Skyward Hosting Service				3,000.00		3,000.00
6/29/2022 Chestnut Hlth Syst / GAIN ABS Acct Access 2022-2023	10,000.00					10,000.00
Total Prepays	\$ 10,000.00	\$ 1,671.00	\$ 350.00	\$ 3,000.00	\$ 16,225.00	\$ 31,246.00



# What documents should I prepare?

- Prepare a listing of accounts payable balances.
- To avoid auditor journal entries review all disbursements from July, 1 20XX to the first day of the audit. Determine if each one is recorded in the proper fiscal year.
- Auditor will test your accounts payable balances and disbursements made after July 1 to ensure the expenses are recorded in the proper fiscal year.

**CESA #4**  
**ACCOUNTS PAYABLE LISTING**  
**6/30/2022**

<b>Name on Check</b>	<b>Description</b>	<b>Amount</b>
SERVES YOU RIGHT, LLC	CATERING SERVICES	440.00
LAD LAKE SYNERGY SCHOOL	SOURCES OF STRENGTH 3/1/2022 & 6/21/2022	2,812.54
BACKGROUND INVESTIGATION BUREAU LL	BACKGROUND CHECKS	49.90
BELLILE, LISA JEAN	YMHFA TRAINING 6/22/22	603.00
KLEIMAN, CHRISTINE	WISH CENTER EXPENSE MAR - JUNE 2022	9,866.00
KOMPAS CARE	4TH QUARTERLY FEE	13,270.69
LANGREHR, AMANDA	EXP REIMB 2021-22	25.00
TRAUMA SENSITIVE EDUCATION LLC	CONSULT MEETINGS FEB - MAY 2022	6,150.00
WELLPOINT CARE NETWORK	CONSULTING TSS MODULE APRIL - JUNE	4,600.00
WISCONSIN FAMILY TIES, INC	4TH QUARTERLY INVOICE	17,500.00
LANCASTER COMMUNITY SCHOOLS	PEER TO PEER FINAL CLAIM	3,000.00
BAHRKE, CAROL A	RP CONNECTIONS COORD. 21-22 EXPENSES	9,168.68
HOLMEN SCHOOL DISTRICT	OT SERVICES APRIL - JUNE	1,274.87
CESA #11	WISELEARN CLAIM	10,000.00
TREAKLE, RICHARD L	21-22 EXP REIMB	75.00
BELLEVILLE SCHOOL DIST	PEER TO PEER SUICIDE PREVENTION	1,200.00
HOLMEN SCHOOL DISTRICT	OT SERVICES JAN - MARCH	1,534.99
PUMP HOUSE	POTTERY CLASSES	2,680.00
ALIOTA, TRACY M	YMHFA TRAINING 6/22/22	621.09
CESA #10	4TH QUARTER WISH CONTRACT	69,862.74
DIEDRICK, MEGAN A	YMHFA TRAINING 6/22/22	706.31
WI ASSOC OF FAMILY & CHILDREN'S AGENCIES	TITLE IV EXPENSE REIMBURSEMENT FOR 21-22	8,549.19
APPLETON AREA SCHOOL DISTRICT	PEER TO PEER SUICIDE PREVENTION CLAIM	3,000.00
DE SOTO AREA SCHOOL DISTRICT	PERKINS REIMB	3,773.93
LA CROSSE SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	23,360.00
WESTBY SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	730.00
WONEWOC-UNION CENTER SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	1,460.00
COCHRANE-FOUNTAIN CTY SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	730.00
SPARTA AREA SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	4,380.00
TOMAH AREA SCHOOL DISTRICT	YOUTH APPRENTICESHIP FINAL CLAIM	35,770.00
CESA #06	QTR 4 WISH BASE FUNDING	31,919.44
CESA #09	QTR 4 WISH BASE FUNDING	53,416.09
RICHLAND SCHOOL DISTRICT	PEER TO PEER SUICIDE PREVENTION CLAIM	3,000.00
VIROQUA SCHOOL DISTRICT	PEER TO PEER SUICIDE PREVENTION CLAIM	3,000.00
WE ENERGIES	GAS SERVICES 5/27 - 6/28/2022	336.09
WEX BANK	JUNE 2022 FUEL PURCHASES	635.25
XCEL ENERGY	ELECTRICITY SERVICES 6/5 - 7/5/2022	1,429.57
CESA #01	QTR 4 WISH BASE FUNDING	27,890.98
GOLDSBERRY, LISA R	YMFA TRAININGS 6/12-12/2022	1,400.00
WI ASSOC OF FAMILY & CHILDREN'S AGENCIES	EXPENSE REIMB FOR TITLE IV IA	11,467.45
EMPLOYEE BENEFIT CORPORATION	MEDICAL FLEX PAYMENTS	537.57
VIROQUA SCHOOL DISTRICT	HOMELESS GRANT REIMBURSEMENT	100.00
ALMA CENTER-HUMBIRD-MERRILAN SD	HOMELESS GRANT REIMBURSEMENT	1,546.16
LA FARGE SCHOOL DISTRICT	HOMELESS GRANT REIMBURSEMENT	3,416.28
UNIVERSITY OF MISSOURI	CONTRACTED SRVCS FOR WISH TAC DPI IA	20,970.00
		398,258.81

OPEN INVOICE HISTORY REPORT THRU 06/30/2017

VENDOR NAME	PO NUMBER	INVOICE DESCRIPTION	INVOICE NUMBER	STATUS	CODE	INVOICE		CHECK			AMOUNT
						INV DATE	POSTING DATE	CHECK DATE	POSTING DATE	CHECK #	
97 L 000 000 811200 000		GENERAL SERVICES									
*****CONTINUED*****											
ELAN FINANCIAL SERVICES	0	JUN 2017 EXPENSES	JUN 2017 2016-17	H	W	06/30/17	06/30/17	06/30/17	07/19/17	201600155	63.19
ELAN FINANCIAL SERVICES	0	JUN 2017 EXPENSES	JUN 2017 2016-17	H	W	06/30/17	06/30/17	06/30/17	07/19/17	201600155	11.00
ELAN FINANCIAL SERVICES	0	JUN 2017 EXPENSES	JUN 2017 2016-17	H	W	06/30/17	06/30/17	06/30/17	07/19/17	201600155	58.92
ELAN FINANCIAL SERVICES	0	JUN 2017 EXPENSES	JUN 2017 2016-17	H	W	06/30/17	06/30/17	06/30/17	07/19/17	201600155	46.30
ELAN FINANCIAL SERVICES	0	JUN 2017 EXPENSES	JUN 2017 2016-17	H	W	06/30/17	06/30/17	06/30/17	07/19/17	201600155	421.40
KOMPAS CARE	0	QUARTERLY FEE APR-JU 74536		H	A	06/30/17	06/30/17	07/13/17	07/13/17	171800007	9,024.13
KWIK TRIP INC	0	FUEL CHARGES JUN 201 JUN 2017		H	W	06/01/17	06/30/17	06/02/17	07/13/17	201600153	31.84
MARTSKE, JULIE	0	PRESENTATION AND EXP 6/29/17		H	R	06/29/17	06/30/17	07/13/17	07/13/17	45932	1,273.49
MARTSKE, JULIE	0	PRESENTATION AND EXP 6/29/17		H	R	06/29/17	06/30/17	07/13/17	07/13/17	45932	318.42
PETERSEN, JULIE	0	HELPING STUDENTS THR 6/22-23/2017		H	R	06/30/17	06/30/17	07/05/17	07/05/17	45907	272.00
PETERSEN, JULIE	0	HELPING STUDENTS THR 6/22-23/2017		H	R	06/30/17	06/30/17	07/05/17	07/05/17	45907	3,000.00
PETERSEN, JULIE	0	HELPING STUDENTS THR 6/22-23/2017		H	R	06/30/17	06/30/17	07/05/17	07/05/17	45907	417.74
TOTAL FOR 97 L 000 000 811200 000											\$21,560.58
GRAND TOTAL											\$220,351.76

For the Skyward Users there is a report that you can run at any point in time listing what your accounts payable consists of by vendor. I just provided the last page of the report.

It can be found by going to PAC, selecting AP, selecting reports, selecting open invoice history report.

# What documents should I prepare?

- Prepare documentation of your accrued salaries, and associated liabilities if recorded separately.
- Payroll Liability Accounts – The auditors will want to tie these to documentation to verify the balances are correct.
- Reconciling payroll liabilities are probably the hardest balance sheet accounts to reconcile. It has many moving parts and not all school districts do it the same.

## Check Transaction Register

Payroll Run: SUMMER PAYROLL ITIN 7-8-2022

Employee: WOLD-HANSON, SARAH M	Federal Gross: 2,204.38	Allowance: 0	Status M
Employee 780344	WI State Gross: 2,204.38	Allowance: 0	Status S
Payroll Run: SUMMER PAYROLL ITIN 7-8-	Social Security 2,365.36		
Check Number: 9200006894 - A	Medicare Gross: 2,365.36		
Check Date: 07/08/22			
Net Amount: 1,755.76			

Pay Type	Tax Frequency	Factor	Rate	Pay Gross	Assignment Pay Type	Paid to Date
CON	24	1.00	2,476.68	2,476.68		59,051.92
				2,476.68		

Deduction	Calculation	Selected Value	Calculated Amount	Base Amount	Calendar Year Totals
1FED	Calculated	0.0000	117.90	2,204.38	2,655.45
1FICA	Calculated	0.0000	146.65	2,365.36	3,198.06
1MED	Calculated	0.0000	34.30	2,365.36	747.99
1WIS	Calculated	0.0000	98.53	2,204.38	2,159.20
2ALLA	Amount	20.9100	20.91	2,476.68	397.29
2ALLC	Amount	16.6500	16.65	2,476.68	316.35
5RTMT	Percent	6.5000	160.98	2,476.68	3,478.56
3FLEX	Amount	75.0000	75.00	2,476.68	1,245.00
ED	Amount	50.0000	50.00	2,204.38	950.00
			720.92		15,147.90

Benefit	Calculation	Selected Value	Calculated Amount	Calendar Year Totals
1FICA	Calculated	0.0000	146.65	3,198.06
1MED	Calculated	0.0000	34.30	747.99
5RET	Percent	6.5000	160.98	3,478.56
2LIF	Amount	16.1000	16.10	254.03
IMPT1	Amount	1.2400	1.24	23.56
			359.27	7,702.20

Totals for Payroll Run: SUMMER PAYROLL ITIN 7-8-2022

Total Federal Gross:	38,365.27
Total Medicare Gross:	42,798.27
Total Social Security:	42,798.27
Net Check Amount:	28,519.02

Grand Totals:

Grand Total Federal Gross:	38,365.27
Grand Total Medicare Gross:	42,798.27
Grand Total Social Security Gross:	42,798.27
Grand Total Net Check Amount:	28,519.02

*Accrued Payroll*

	7/8/22	44,043.29+			
		10,460.94+			
	7/25/22	44,043.29+			
		10,460.94+			
	8/10/22	44,043.29+			
		10,460.94+			
	8/25/22	44,042.36+			
		10,460.78+			
		008			
		218,015.83++			
		216,864.57+27			
		1,151.32+97			
		002			
		218,015.83++			

## Check Transaction Register

Payroll Run: SUMMER PAYROLL ITIN 7-8-2022

Totals for Payroll Run: SUMMER PAYROLL ITIN 7-8-2022

Pay Type Code	Pay Gross
CON	44,043.29 ✓

Pay Type Code	Pay Gross Grand Totals
CON	44,043.29

Totals for Payroll Run: SUMMER PAYROLL ITIN 7-8-2022

Benefit Code	Calculated Amount
1FICA	2,653.50
1MED	620.58
2DEN	41.01
2ECD	27.38
2ECH	587.27
2ESD	27.35
2ESH	684.54
2FHT	1,892.34
2HEA	976.83
2LIF	125.74
2MDE	41.40
.RET	2,783.00
IMPT1	7.65
TXPRSM	78.10

10,460.94 ✓

Benefit Code	Calculated Amount Grand Totals
1FICA	2,653.50
1MED	620.58
2DEN	41.01
2ECD	27.38
2ECH	587.27
2ESD	27.35
2ESH	684.54
2FHT	1,892.34
2HEA	976.83
2LIF	125.74
2MDE	41.40
5RET	2,783.00
IMPT1	7.65
TXPRSM	78.10

	Dependent Flex			Medical Flex			
	W/H	Used	Remaining	W/H	Carryover	Used	Remaining
Arnson	-	-	-	2,749.92	452.70	3,202.62	-
Ashton	-	-	-	1,200.00	454.14	1,564.14	90.00
Bagniefski	-	-	-	1,999.92	550.00	2,142.07	407.85
Bauman	-	-	-	2,499.84	-	2,499.84	(0.00)
Berget	-	-	-	499.86	-	408.20	91.66
Bothun	-	-	-	-	112.56	-	112.56
Craig	-	-	-	750.00	499.92	1,249.92	-
Demers	4,999.92	4,999.92	0.00	999.84	-	999.84	-
Donlin	-	-	-	720.00	0.50	673.93	46.57
Eickmeier	-	-	-	799.92	-	799.92	0.00
Fink	-	-	-	2,749.92	-	2,749.92	-
Fimreite	-	-	-	-	442.84	442.84	-
Gillespie	-	-	-	999.84	-	642.64	357.20
Grassman-Proksch	-	-	-	699.84	-	699.84	-
Hansen	-	-	-	1,560.00	47.96	1,576.00	31.96
Hatchett	-	-	-	2,000.00	-	2,000.00	-
Henrickson	-	-	-	-	96.60	96.60	-
Herlitzke	-	-	-	1,200.00	392.36	1,592.36	-
Hilleshiem	-	-	-	500.00	-	406.85	93.15
Hogden	-	-	-	699.84	550.00	1,172.84	77.00
Johnson	-	-	-	799.92	-	799.92	-
Lilleskov	-	-	-	600.00	-	405.35	194.65
Lisk	-	-	-	1,500.00	-	1,500.00	(0.00)
Lorenz	499.92	200.00	299.92	499.92	-	499.92	(0.00)
Martin	-	-	-	2,749.92	-	2,749.92	0.00
K. Mason	-	-	-	300.00	176.50	476.50	-
S. Mason	-	-	-	200.00	-	200.00	-
Mauroff	-	-	-	1,500.00	-	1,500.00	-
Padgett	-	-	-	499.92	-	499.92	-
Pollock	-	-	-	2,749.92	-	1,649.56	1,100.36
Pufall	2,499.84	2,259.79	240.05	-	-	-	-
Rasmussen	-	-	-	999.84	0.29	1,000.13	-
Reid	-	-	-	999.84	164.75	1,164.59	-
Risch	-	-	-	352.80	-	352.80	(0.00)
Wagner	-	-	-	999.84	-	996.12	3.72
Weber	-	-	-	384.00	137.49	446.12	75.37
Wold-Hanson	-	-	-	1,440.00	-	1,428.84	11.16
	<u>7,999.68</u>	<u>7,459.71</u>	<u>539.97</u>	<u>39,204.66</u>	<u>4,078.61</u>	<u>40,590.06</u>	<u>2,693.21</u>

# What documents should I prepare?

- Fund Balance – Create documentation showing your beginning fund balance in the general ledger agrees to the ending balance of your prior year financial statements.



CESA #4  
BEGINNING EQUITY TIE-OUT  
6/30/2022

Ending Equity per 2020-2021 Audit Report	\$ 4,137,527.00
14-15 GASB Report Only Journal Entry	(623,138.91)
15-16 GASB Report Only Journal Entry	139,129.42
16-17 GASB Report Only Journal Entry	154,155.92
17-18 GASB Report Only Journal Entry	280,284.00
18-19 GASB Report Only Journal Entry	212,043.00
19-20 GASB Report Only Journal Entry	47,214.00
20-21 GASB Report Only Journal Entry	(251,308.00)
	<hr/> 4,095,906.43
2021-2022 Beginning Equity Per Skyward G/L	4,095,906.97
Variance	<hr/> <hr/> <u>(0.54)</u>

# NEXT LEVEL AUDIT PREPARATION

- The next slides are schedules the auditors usually prepare for the school district that are needed for the financial statements.
- If these schedules are prepared for the auditor it translates into less questions from them and less time they are at the school district.

## Federal and State Award Schedules

- These schedules can in be found in the back of your financial statements.
- Have available all claim forms for all grants. Along with the general ledger reports that match the claim forms.
- Time and effort reporting. PARs or semi-annual certifications. If you used federal money on wages/benefits.

**LANCASTER COMMUNITY SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2017**

Administering Agency/Pass-Through Agency/Award Description	Federal CFDA Number	Program or Award Amount	Accrued Receivable at July 1, 2016	Receipts- Grantor Reimbursement	Total Expenditures	Adjustments	Accrued Receivable at June 30, 2017
<b><u>U.S. Department of Agriculture</u></b>							
Wisconsin Department of Public Instruction:							
Child Nutrition Cluster							
School Breakfast Program	10,553	\$ -	\$ 493	\$ 33,790	\$ 33,297		\$ -
National School Lunch Program	10,555	-	1,862	161,590	159,728		-
Commodity Supplemental Food Program	10,565	-	-	30,499	30,499		-
School Milk Program	10,556	-	39	2,027	1,989		-
FY 2016 NSLP Equipment Assistance Grant		-	-	-	5,006		5,006
Total Child Nutrition Cluster		-	2,393	227,906	230,518		5,006
<b>Total U.S. Department of Agriculture</b>		-	2,393	227,906	230,518		5,006
<b><u>U.S. Department of Education</u></b>							
Wisconsin Department of Public Instruction:							
Title I, Part A Cluster							
ESEA Title I-A	84,010	-	146,290	256,537	158,670		48,423
Total Title I, Part A Cluster		-	146,290	256,537	158,670		48,423
Special Education Cluster, (IDEA)							
IDEA Flow Through	84,027	-	200,130	420,130	317,235		97,235
IDEA Preschool Entitlement	84,173	-	10,854	10,854	10,996		10,996
IDEA Discretionary	84,027	-	8,000	8,000	-		-
High Cost Special Ed Aid	84,027	-	-	26,357	26,357		-
Passed through CESA #3:							
IDEA Regional Service Network Reading Grant	84,027	-	-	7,500	7,500		-
Passed through CESA #11:							
Transition Improvement Grant	84,027	-	-	1,000	1,000		-
Total Special Education Cluster, (IDEA)		-	218,984	473,841	363,088		108,232
<b><u>U.S. Department of Education (Continued)</u></b>							
Wisconsin Department of Public Instruction (Continued):							
Title II A Quality Teachers and Principals	84,367	\$ -	\$ 50,393	\$ 93,848	\$ 48,149		\$ 4,694
Passed through CESA #3:							
Carl Perkins Grant	84,048	-	-	5,446	5,446		-
<b>Total U.S. Department of Education</b>		-	415,667	829,672	575,353		161,349
<b><u>U.S. Department of Health and Human Services</u></b>							
Wisconsin Department of Health Services:							
Medical Assistance	93,778	-	-	129,113	129,113		-
<b>Total U.S. Department of Health and Human Services</b>		-	-	129,113	129,113		-
<b>TOTAL FEDERAL AWARDS</b>		\$ -	\$ 418,060	\$ 1,186,690	\$ 934,985	\$ -	\$ 166,355



All federal awards expended should be listed on your awards schedule. You may have receivables which you will need to record that relate to these grants. Make sure this agrees with your general ledger. If your total expenditures is greater than \$750,000 you are in luck you get to have a single audit.

**LANCASTER COMMUNITY SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
For the Year Ended June 30, 2017**

Administering Agency/Pass-Through Agency/Award Description	State I.D. Number	Accrued Receivable at July 1, 2016	State Reimbursements	Total Expenditures	Accrued Receivable at June 30, 2017
<b><u>Wisconsin Department of Public Instruction:</u></b>					
<b>Cost Reimbursement Programs:</b>					
State Lunch	255.102	\$ -	\$ 4,715	\$ 4,715	\$ -
Morning Milk Program	255.109	-	2,249	2,249	-
School Breakfast Program	255.344	-	1,652	1,652	-
<b>Total Cost Reimbursement Programs</b>		<b>\$ -</b>	<b>\$ 8,616</b>	<b>\$ 8,616</b>	<b>\$ -</b>
<b>Entitlement Programs:</b>					
Special Education and School Age Parents:	255.101				
Internal District Program		\$ -	\$ 438,297	\$ 438,297	\$ -
Passed through CESA #3		5,215	28,250	23,036	-
Achievement Gap Reduction	255.504	-	281,987	281,987	-
<b>Total Entitlement Programs</b>		<b>\$ 5,215</b>	<b>\$ 748,534</b>	<b>\$ 743,319</b>	<b>\$ -</b>
<b>Other Aids:</b>					
General Equalization Aid	255.201	\$ 104,242	\$ 6,373,110	\$ 6,377,674	\$ 108,806
Pupil Transportation	255.107	-	20,230	20,230	-
Common School Fund Library Aids	255.103	-	36,447	36,447	-
State Tuition	255.401	-	811	811	-
Per Pupil Aid	255.945	140,550	377,800	237,250	-
Educator Effectiveness Evaluation Grant	255.940	-	7,440	7,440	-
Career and Technical Education Incentives	255.950	-	2,563	2,563	-
Assessments of Reading Readiness	255.956	-	1,568	1,568	-
High Cost Special Education Aid	255.210	-	91,723	91,723	-
TEACH Educational Technology Grant		9,380	10,589	8,712	7,503
<b>Total Other Aids</b>		<b>\$ 254,172</b>	<b>\$ 6,922,281</b>	<b>\$ 6,784,418</b>	<b>\$ 108,806</b>
<b>Total State Awards</b>		<b>\$ 259,387</b>	<b>\$ 7,679,431</b>	<b>\$ 7,536,354</b>	<b>\$ 108,806</b>

State awards schedule. Again all awards expended should be on this schedule and agreed to the general ledger. Most of these will come directly off the DPI aids register. Tie back your current fiscal year aids register and the next fiscal year aid register to the federal and state award schedules and the general ledger to ensure you have recorded everything.

# Long-term and Short-term Debt Schedules

- These schedules can be found in the notes to the financial statements.
- Short-term debt. Did you borrow for cash flow? If so have you recorded accrued interest?
- Follow GASB 87 for Capital Leases
- Make sure DPI debt schedules agree with principal and interest payments you are making.

# Debt

Lancaster Community School District  
 Temporary Notes Payable  
 6/30/2017

	<b>BALANCE 7/1/2016</b>	<b>NEW NOTES ISSUED</b>	<b>NOTES RETIRED</b>	<b>BALANCE 6/30/2017</b>	
\$ 725,000 Tax and Revenue Anticipation Note issued on October 30, 2015. Maturity date of October 31, 2016 with interest rate at .55%.	725,000.00	-	725,000.00	-	
\$900,000 Tax and Revenue Anticipation Note issued on October 31, 2016. Maturity date of October 31, 2017 with interest rate at .50%.	-	900,000.00	-	900,000.00	
Total	<u>725,000.00</u>	<u>900,000.00</u>	<u>725,000.00</u>	<u>900,000.00</u>	A/C 10-811100

<u>Accrued Interest at 6/30/17</u>	<u>A/C 10-811700</u>
\$ 900,000 X (.50%/12) X 8 Months	3,000.00

FS Disclosure: A/C 10-850-682-283  
 Total interest expense on short-term debt was \$4,406.70

# WRS Footnote Disclosure

- The auditors will prepare this schedule for information needed for the financial statements.
- Summarizes the monthly submitted WRS reports.
- The rates can be found on the WRS website.



CESA #4  
WI Retirement Pension Liability  
6/30/2022

	General		Teachers		Adjustments	TOTAL	
	Earnings	Contributions	Earnings	Contributions		Earnings	Contributions
July	\$ 33,261.02	\$ 4,490.24	\$ 165,981.44	\$ 22,407.48	\$ -	\$ 199,242.46	\$ 26,897.72
August	33,728.22	4,553.34	165,677.72	22,366.48	-	199,405.94	26,919.82
September	44,191.38	5,965.84	248,788.72	33,586.60	-	292,980.10	39,552.44
October	43,490.58	5,871.22	247,993.42	33,479.24	-	291,484.00	39,350.46
November	43,256.98	5,839.70	249,027.43	33,618.82	-	292,284.41	39,458.52
December	43,490.58	5,871.22	248,325.41	33,524.06	-	291,815.99	39,395.28
SUBTOTAL	241,418.76	32,591.56	1,325,794.14	178,982.68	-	1,567,212.90	211,574.24
January	44,006.52	5,720.88	246,948.82	32,103.50	-	290,955.34	37,824.38
February	43,305.72	5,629.78	249,936.20	32,491.86	-	293,241.92	38,121.64
March	43,422.52	5,644.96	254,277.54	33,056.24	-	297,700.06	38,701.20
April	43,656.12	5,675.34	246,914.79	32,099.08	-	290,570.91	37,774.42
May	43,422.52	5,644.96	246,665.80	32,066.72	-	290,088.32	37,711.68
June	74,022.99	9,623.16	439,706.33	57,162.08	-	513,729.32	66,785.24
SUBTOTAL	291,836.39	37,939.08	1,684,449.48	218,979.48	-	1,976,285.87	256,918.56
Total	\$ 533,255.15	\$ 70,530.64	\$ 3,010,243.62	\$ 397,962.16	\$ -	\$ 3,543,498.77	\$ 468,492.80

Total Earnings	<u>\$3,543,498.77</u>
Contributions	<u>\$468,492.80</u>
Add'l Contributions	<u>\$0.00</u>
Total Contributions	<u>\$468,492.80</u>

Total Earnings First Half	\$1,567,212.90	
Contribution rate	13.50%	
Contributions Subtotal	0.00	211,573.74
Contributions Subtotal		
Total Earnings Second Half	1,976,285.87	
Contribution Rate	13.00%	
Contributions Subtotal		256,917.16
Total Contributions		<u>468,490.90</u>
Current Year Contributions		468,492.80
Less: Contribution Correction from PY		-
Variance		<u>(1.90)</u>

CESA #4  
 WI Retirement Footnote Disclosure  
 6/30/2022

Contribution Rates

	<u>Covered Wages</u>	<u>Employee Required</u>	<u>Benefit Adjust</u>	<u>Employer Required</u>	<u>Prior Service</u>	<u>Duty Disability*</u>	<u>Sick Leave</u>	<u>Total</u>
2021	1,567,212.90	6.75%	0.00%	6.75%	0.00%	0.00%	0.00%	13.50%
2022	<u>1,976,285.87</u>	6.50%	0.00%	6.50%	0.00%	0.00%	0.00%	13.00%
	<u><u>3,543,498.77</u></u>							
	<u>Amount</u>	<u>Percent</u>						
Employer	234,245	6.6%	(Covered Wages x (Employer Required + Prior Service))					
Employee	<u>234,245</u>	6.6%	(Covered Wages x (Employee Required + Benefit Adjust))					
	<u><u>468,490</u></u>							

\* - Duty disability is not part of required contributions, therefore when it exists, the retirement expense will not match Footnote disclosure

# Fixed Asset Schedule

- Fixed Assets schedule is needed for a financial statement footnote.
- What is your capitalization policy?
- Add only purchases above your capitalization policy to your listing.
- Remove items retired through sale, trade, or junked.
- Can easily be maintained by a spreadsheet and not through an expensive third party.

# Fixed Asset Summary

CESA #4  
CAPITAL FIXED ASSET SUMMARY  
6/30/2022

	Capital Fixed Asset Balance as of 7/1/2021	Additions	Retirements	Capital Fixed Asset Balance as of 6/30/2022	Accumulated Depreciation as of 7/1/2021	Current Year Depreciation	Retirements	Accumulated Depreciation as of 6/30/2022
LAND	\$ 155,556.00	\$ -	\$ -	\$ 155,556.00	\$ -	\$ -	\$ -	\$ -
CWIP	-	-	-	-	-	-	-	-
BUILDING	1,219,590.00	-	-	1,219,590.00	(564,753.44)	(37,419.23)	-	(602,172.67)
BUILDING IMPROVEMENTS	171,023.52	-	-	171,023.52	(104,654.53)	(15,417.94)	-	(120,072.47)
	<u>1,390,613.52</u>	<u>-</u>	<u>-</u>	<u>1,390,613.52</u>	<u>(669,407.97)</u>	<u>(52,837.17)</u>	<u>-</u>	<u>(722,245.14)</u>
VEHICLES	25,257.00	-	-	25,257.00	(19,784.65)	(5,051.40)	-	(24,836.05)
EQUIPMENT	74,731.93	8,245.00	-	82,976.93	(62,811.75)	(2,333.20)	-	(65,144.95)
	<u>99,988.93</u>	<u>8,245.00</u>	<u>-</u>	<u>108,233.93</u>	<u>(82,596.40)</u>	<u>(7,384.60)</u>	<u>-</u>	<u>(89,981.00)</u>
<b>TOTAL CAPITAL FIXED ASSETS</b>	<u>\$ 1,646,158.45</u>	<u>\$ 8,245.00</u>	<u>\$ -</u>	<u>\$ 1,654,403.45</u>	<u>\$ (752,004.37)</u>	<u>\$ (60,221.77)</u>	<u>\$ -</u>	<u>\$ (812,226.14)</u>

# Fund 27

- Do all of your special education staff have appropriate licensure?
- Have you allocated a portion of School Nurse, School Psych, Guidance to Fund 27?
- School Nurse: 29%
- School Psych: 84%
- Guidance: 10%
- Remember to make transfer from fund 10

## Wisconsin Act 221

Calculation for maximum amount allowable in project 011  
 Fiscal Year: 2022  
 Cesa 04 (9904)

Account	Amounts Reported on ACT 221 Addenda	Act 221 Eligible Costs
<b>215000</b>		
<b>Wisconsin Act 221</b>		
NFS 215100/215200 001	110,272.64	110,272.64
NFS 215100/215200 002	0.00	0.00
NFS 215100/215200 003	0.00	0.00
NFS 215100/215200 004	60,312.50	60,312.50
	<b>170,585.14</b>	<b>170,585.14</b>

Maximum Allowable Calculation #1		Maximum Allowable Calculation #2	
Total Eligible Costs	170,585.14	Total Eligible Costs	170,585.14
aidable percentage	0.84	Subtract grant funded	60,312.50
Max Calc #1	143,291.52	Max Calc #2	110,272.64
Maximum allowed in project 011 (lower of Calc #1 and #2)		<b>110,272.64</b>	
Total Recorded in functions 215100/215200, project 011		49,960.14	
Amount recorded in function , project 011 over (-) / under (+) max allowed		60,312.50	

\*This calculation does not include packaged costs. If your entity has packaged costs in this function, this calculation will not be accurate.

# Fund 50, 60, & 72

- Record donated commodities.
- Record transfer from 10 (if there is a deficit)
- Make sure who have implemented GASB 84
- Remember to record interest income.
- Do you have stocks that fluctuate in value?
- If so, remember to record unrealized gain/loss.

**FDP**

Wisconsin Department of Public Instruction

**Commodity Allocation and Receipt Report**

2016-2017 Program Year

For Program: NSLP

**Lancaster Community School District  
(222912)**

Yearly Entitlement: \$36,121.24

Actual Entitlement: \$24,225.05

USDA Meal Rate: \$0.2475

**Entitlement Products**

Code	Description	Value Received	Cases/Pounds Received
100012	CHED RD FT SHD Y 6/5 (B027)	\$4,852.18	83
100021	MOZZ LMPS SD 30 (B037)	\$1,007.10	18
100101	CHIX DICED (A517)	\$1,262.40	14
100158	BEEF 40 (A608)	\$8,568.00	90
100187	HAM CKD FRZ SLC (A726)	\$655.83	9
100219	PEACHES CLING SLC (A408)	\$1,532.23	49
100224	PEARS SLC (A433)	\$1,157.84	41
100253	STRAWBERRIES FRZ (A375)	\$352.00	10
100277	ORANGE J SNGL (A299)	\$324.88	31
100293	RAISINS 144 (A504)	\$17.28	1
100327	TOMATO PASTE 6/10 (A252)	\$239.03	11
100330	SALSA (A237)	\$277.20	18
100348	CORN FRZ (A130)	\$319.88	22
100350	PEAS FRZ (A160)	\$50.73	3
100351	BEANS GREEN FRZ (A070)	\$235.52	16
100352	CARROTS 30 (A099)	\$205.05	15
100362	BEANS REFRIED (A085)	\$172.20	10
100365	BEANS PINTO CND (A079)	\$53.48	4
100370	BEANS R KIDNEY CND (A086)	\$26.74	2
100396	PB SMTH 5 (B473)	\$630.30	22
100500	RICE BRN LG 24/2 (B537)	\$28.01	1
110361	APPLESAUCE, CUPS	\$28.52	2
110506	W GRAIN BLEND SPAGH	\$105.00	15
110541	APPLESAUCE, CANNED	\$1,620.08	88
110624	BLUEBERRIES HIGHBUSH	\$990.85	35
110723	CRANBERRIES_DRD 300	\$151.40	4
C412	BEEF CRUMBLES	\$1,961.12	34
C520	CHICKEN FAJITA STRIP	\$1,031.56	34
C522	CHICKEN NUG.WHL GR	\$189.84	14
C550	CHICKEN, TERIYAKI	\$314.64	18
C560	CHICKEN PATTIES	\$189.84	14
C570	CHICK PIECES-ORANGE	\$312.48	18
C610	PORK BBQ	\$769.86	39
C710	MOZ PIZZA STICKS	\$595.00	28
C712	CHEESE SLICES	\$250.80	6
<b>Totals</b>		<b>\$30,498.87</b>	<b>818</b>
Percent of Entitlement		84.43%	

**Bonus Products**

Code	Description	Value Received	Cases/Pounds Received
<b>Totals</b>		<b>\$0.00</b>	<b>0</b>

**Raw Products**

Code	Description	Processors	Value to Processors	Cases/Pounds to Processors
<b>Totals</b>			<b>\$0.00</b>	<b>0</b>
Percent of Entitlement			.00%	

**DoD Fresh Fruit and Vegetables Program**

		Value Received	
		\$0.00	
Percent of Entitlement			.00%

**Unprocessed Fruits & Vegetables Program**

		Value Received	
		\$0.00	
Percent of Entitlement			.00%

**Program Totals**

Total Value Received: Entitlement, Bonus, DoD, UNPFV and Raw Product: \$30,498.87

Total Percent Offered: 105.00%

Total Percent Received: 125.90%

Cancel



# Fund 73

- OPEB's – Do you have a current actuarial report?
- Needs to be updated every 2 years.
- Have you sent to the Trust the implicit rate subsidy and then withdrawn?
- Make sure contribution is received by trust before July 30<sup>th</sup>.

**Cesa 04  
Payroll Comparisons  
2021-2022**

PBC

Fund	20/21 Actual	21/22 Actual	\$ Change Actual to Prior Year	% Change Actual to Prior Year	Explanations for > 10%
21	862,632	956,478	93,845	10.88%	An additional Employee was hired for the WISH Schools TAC & WISH TAC, DPI IA(s), The director in-charge of these projects coded more of her time to the IA(s)
25	210,019	218,649	8,630	4.11%	
27	1,275,801	1,484,717	208,915	16.38%	Hired 3 new Physical Therapists, 3 new Occupational Therapist & a new Spec Ed Director
29	144,596	92,682	(51,915)	-35.90%	Reduction in Federal Grants
66	10,949	12,030	1,081	9.87%	
82	173,815	179,030	5,214	3.00%	
83	175,682	176,992	1,310	0.75%	
84	4,761	2,865	(1,896)	-39.83%	
97	426,232	518,747	92,515	21.71%	Hired a new Math Specialist, Directors coding more time to District Contracts
<b>Total</b>	<b>3,284,488</b>	<b>3,642,188</b>	<b>357,700</b>	<b>10.89%</b>	

	20/21	21/22
FICA	238,571.89	265,958.41
Retirement	212,496.62	234,185.51
Health Ins	761,121.04	798,196.05
Dental	30,808.03	32,675.74
Life	7,907.48	9,067.04
Other Ben	1,057.10	1,153.20
HRA	29,325.72	50,657.45

% of Payroll		
FICA	7.26%	7.30%
Retirement	6.47%	6.43%
Health Ins	23.17%	21.92%
Dental	0.94%	0.90%
Life	0.24%	0.25%
Other Ben	0.03%	0.03%
HRA	0.89%	1.39%

**Payroll per employee**

11/12	58 =	/	58 =	35,063.81
12/13	58 =	/	58 =	35,539.90
13/14	58 =	/	58 =	39,779.67
14/15	60 =	/	60 =	38,667.23
15/16	58 =	/	58 =	38,554.52
16/17	61 =	/	61 =	39,827.08
17/18	57 =	/	57 =	40,904.88
18/19	59 =	/	59 =	41,527.04
19/20	61 =	/	61 =	41,980.36
20-21	67 =	/	67 =	49,022.22
21-22	66 =	/	66 =	55,184.67

# Internal Control

- Auditor's will assess risk based on your controls and past audit history.
- First year of an audit you cannot be low-risk.
- Auditor may ask to do a walk-through of a specific process to gain an understanding of your processes to see what controls you have in place.
- Have your Federal Grant Internal Control Procedures documentation available for your Auditor to review.

# After audit fieldwork

- 1505 AC Aid certification
- Annual Report PI-1505
- Special Ed Annual Report PI-1506

# Questions?



Wayde Pollock  
CESA #4 Finance Director  
608-786-4540  
wpollock@cesa4.org

Having trouble finding time to reconcile accounts?  
Need help getting ready for your audit?  
I provide business office assistance through CESA #4.