



## Certificate of Achievement for Excellence in Financial Reporting Comprehensive General-Purpose Checklist

For Use by All Government Types other than Public Employee Retiree Benefit Plans and Governmental Investment Pools

This checklist is available in electronic form at GFOA's website under the heading **Award Programs** in the **Certificate of Achievement for Excellence in Financial Reporting** section (<https://www.gfoa.org/coa-award>)

Entity Name

Fiscal Year End

The checklist is based on the authoritative guidance of the Governmental Accounting Standards Board (GASB) through GASB Statement No. 104. Questions highlighted in yellow represent questions for governments that have early implemented a GASB statement, such as Statement No. 103, *Financial Reporting Model Improvements*.

**NOTE TO READERS:** The checklist is a reference tool to help preparers find the information necessary to prepare an Annual Comprehensive Financial Report (ACFR), not an exhaustive list of every aspect of such reports required by Generally Accepted Accounting Principles (GAAP). The checklist provides preparers references to where the detailed required disclosures can be found in the authoritative literature and in the 2024 version of GFOA's *Governmental Accounting, Auditing and Financial Reporting* ("Blue Book" or "GAAFR"). For example, question 12-216-01 appears as follows

Question No.	Checklist question	Citations	GAAFR reference
12-216-01	<p>If the government has demand bonds outstanding at the end of the fiscal year, do the notes provide all of the disclosures required by GAAP, including a description of the take-out agreement including its expiration date?</p> <p>Note: Disclosures for direct borrowings and direct placements should be separated from other debt.</p>	GASB Cod. Sec. D30.111-112	eGAAFR Chapter 30 - Liabilities- Demand bonds

The detailed list of disclosures required by GAAP can be found in the GASB codification section D30 (Demand Bonds) paragraphs 111-112, which are as follows:

.111 In addition to debt disclosures required by Section 2300, "Notes to Financial Statements," paragraphs .106 and .107, state and local governmental entities with demand bonds outstanding (regardless of when the demand provisions are exercisable) should disclose a general description of the demand bond program; terms of any letters of credit or other standby liquidity agreements outstanding, commitment fees to obtain the letters of credit, and any amounts drawn on them outstanding as of the balance sheet date; and a description of the take out agreement including its expiration date, commitment fees to obtain that agreement, and the terms of any new obligation under the take out agreement. The notes should also disclose the debt service requirements that would result if the take out agreement were to be exercised. In those disclosures, a government should separate information regarding (a) direct borrowings and direct placements of debt from (b) other debt.

.112 If a take-out agreement has been exercised converting the bonds to an installment loan, the installment loan should be reported as general long-term debt and the payment schedule under the installment loan should be included as part of the schedule of debt service requirements to maturity, as required by Section 2300.106. Information about the note disclosures for demand bonds can also be found in Chapter 30 of the GAAFR.

The checklist includes references to the GASB Codification as the source of the authoritative literature in the citations column. In situations where a new pronouncement is issued or citation was not in the GASB Codification at the time of the last update to this checklist, a reference to original pronouncements is used. The codification includes the current GAAP language and nonauthoritative illustrations for each topic. For example, GASB Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments contained extensive exhibits illustrating virtually all parts of an ACFR. While the reporting model has not changed significantly since GASB 34 was issued in June 1999, many standards have made changes which render the exhibits obsolete. These include changes to names of financial statements and elements thereof, such as deferred inflows and outflows, net position (v. net assets) and fund balance classifications, and the change to immediate recognition of certain previously deferred items such as debt issuance costs that appeared in the original illustrations. The Codification contains revised and updated set of exhibits and can be found in Codification section 2200.902; and Codification section 2200.701-.768 contains all current, relevant implementation guidance. The GASB Codification can be accessed for free through the Governmental Accounting Research System (GARS) that can be accessed on GASB’s website. (<https://gars.gasb.org/>).

One of the citations included in the citations column of the checklist is “Certificate Program requirement.” These requirements can be found on the eligibility section of the awards page (<https://www.gfoa.org/coa-program-eligibility>) and in GFOA’s best practice, *Nonauthoritative Considerations in the Preparation of an Annual Comprehensive Financial Report* (<https://www.gfoa.org/materials/nonauthoritative-considerations-in-the-preparation-of-an-acfr>).

This comprehensive general-purpose checklist includes questions that are applicable to general-purpose governments, school districts and stand-alone business-type activity governments. The comprehensive general-purpose government checklist contains a column indicating if a checklist question is specific to a school district (labeled as “school”) or to a stand-alone business-type activity (labeled as “BTA”). A specialized checklist is available for pension and other postemployment benefit systems, and external government investment pools on GFOA’s website (<https://www.gfoa.org/coa-award>).

A single numbering system is used for both of the checklists; therefore, questions beginning with 16 and 17 can be found in the pension and other postemployment benefit systems, and external government investment pools specialized checklist. Indentation is used to indicate that a given question is dependent upon a positive response to a preceding question

**An asterisk (\*) designates specific items that of themselves normally would be sufficient to disqualify a report from being awarded the Certificate of Achievement for Excellence in Financial Reporting. However, other items, either individually or in the aggregate, also may prevent a government from receiving the award.**

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**The ACFR will be graded on the following categories, when applicable to the government:**

1. Cover, table of contents, and formatting
2. Introductory section
3. Report of the independent auditor
4. Management's discussion and analysis (MD&A)
5. Basic financial statements - preliminary considerations
6. Government-wide financial statements
7. Fund financial statements - general considerations
8. Governmental fund financial statements
9. Proprietary fund financial statements
10. Fiduciary fund financial statements
11. Summary of significant accounting policies (SSAP)
12. Note disclosures (other than the SSAP and pension/OPEB-related disclosures)
13. Note disclosures – Employer pension/OPEB plans
14. Required supplementary information (RSI)
15. Combining and individual fund information and other supplementary information
18. Statistical section
19. Other considerations

**NOTE:** Sections 16 and 17 can be found in the pension and other postemployment benefit systems, and external government investment pools specialized checklist on GFOA's website (<https://www.gfoa.org/coa-award>).

**Abbreviations used in this checklist**

AU-C	U.S., Auditing Standards (Clarified), American Institute of Certified Public Accountants (March 1, 2022)
COD	<i>Codification of Governmental Accounting and Financial Reporting Standards</i> , GASB, June 30, 2024
GAAFR	<i>Governmental Accounting, Auditing, and Financial Reporting</i> , GFOA, 2024
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
<b>INTRODUCTORY SECTION</b>								
<b>COVER, TABLE OF CONTENTS, AND FORMATTING</b>								
					1-001-01	Does the report cover describe the document as a "Annual Comprehensive Financial Report"?	Certificate Program requirement	GAAFR Chapter 33 - Cover and title page
					1-001-02	Does the report cover include the name of the government?	Certificate Program requirement	GAAFR Chapter 33 - Cover and title page
					1-001-02-1	If the government is a component unit of another government, does the cover of a component unit's annual comprehensive financial report (ACFR) clearly indicate that the entity preparing the ACFR is a component unit of another government (e.g., "Annual Comprehensive Financial Report of the XYZ Authority - A Component Unit of the City of XYZ")?	GASB Cod. Sec. 2600.126	GAAFR Chapter 33 - Cover and title page
			BTA		1-001-02-2	If the enterprise fund is a fund or component unit of another entity, or if the ACFR is a departmental report, does the report cover indicate that fact (e.g., "an enterprise fund of the City of X")?	GASB Cod. Sec. 2600.126	GAAFR Chapter 33 - Cover and title page
					1-001-03	Does the report cover include the name of the state within which the government is located (if the government is not itself a state)?	Certificate Program requirement	GAAFR Chapter 33 - Cover and title page
					1-001-04	Does the report cover clearly indicate that the report covers the entire fiscal period (e.g., "for the fiscal year ended") rather than one point in time (e.g., "as of"), using the month, day, and year sequence. (e.g., "fiscal year ended June 30, 202X")?  Note: When comparative statements are presented, the fiscal periods indicated on the report cover and title page should be the same periods covered by the independent auditor's report.	Certificate Program requirement	GAAFR Chapter 33 - Cover and title page
					1-001-05	Is there a title page? If so: (1) Does the title page describe the document as a "Annual Comprehensive Financial Report"? (2) Does the title page clearly indicate that the report covers the entire fiscal period (e.g., "for the fiscal year ended") rather than one point in time (e.g., "as of"), using the month, day, and year sequence. (e.g., "fiscal year ended June 30, 202X")? Note: When comparative statements are presented, the fiscal periods indicated on the title page should be the same periods covered by the independent auditor's report. (3) Does the title page include the name of either the individual or the department responsible for preparing the report? (Names alone are sufficient.) Note: The name of the auditor should not be included on the cover nor title page, as it implies responsibility for the contents of the report. (4) Does the title page include the name of the state within which the government is located (if the government is not itself a state)? (5) Does the title page of a component unit's ACFR should clearly indicate that the entity preparing the ACFR is a component unit of another government (e.g., "Annual Comprehensive Financial Report of the XYZ Authority - A Component Unit of the City of XYZ")?  Note: If all the required contents of the title page are included on the cover, a title page can be excluded.	Certificate Program requirement	GAAFR Chapter 33 - Cover and title page
				*	1-001-06	Is a table of contents included that encompasses the entire report?	GASB Cod. Sec. 2200.105a	GAAFR Chapter 33 - Introductory section
					1-001-06-1	Does the table of contents include the following?: (1) Does the table of contents clearly segregate each of the basic sections of the report (i.e., introductory, financial, and statistical) and any additional sections (e.g., Single Audit Section)? (2) Does the table of contents clearly distinguish the basic financial statements (including the notes) from required supplementary information (RSI) and the other contents of the financial section? (3) Does the table of contents identify each statement and schedule by its full title? (4) Does the table of contents include a page number reference (rather than just an exhibit number reference) for each item?	GASB Cod. Sec. 2200.105a	GAAFR Chapter 33 - Introductory section
					1-001-07	If a statement or schedule occupies more than a single pair of facing pages, does the statement or schedule alert readers to this fact by including the word "continued" on the first pair of facing pages, as well as on each subsequent pair of facing pages? (The final pair of facing pages can be blank or include "concluded.")	Certificate Program requirement	
					1-001-08	Does each page have a page number? Numbering should be sequential throughout the entire ACFR.	Certificate Program requirement	
					1-001-09	Are text and numbers throughout the report easily readable?	Certificate Program requirement	
					1-001-10	Has the government refrained from reporting cents? All numbers should be rounded to at least the nearest dollar.	Certificate Program requirement	
					1-001-11	If numbers are rounded to the nearest thousand or million, is this fact clearly indicated either on the face of the financial statements and/or in the notes, as appropriate?	Certificate Program requirement	
					1-001-12	The pages of an electronic ACFR should be presented in a consistent manner throughout the report (e.g., either portrait or landscape orientation) in which pages should not have to be rotated to read the text.  Explanation: The need to rotate certain page images can make using reports more difficult for readers of the ACFR.	Certificate Program requirement	
					1-001-13	If a separate compliance section is included in the ACFR (e.g., a federal single audit), has it been presented after the statistical section?	Certificate Program requirement	GAAFR Chapter 33 - Financial section-Schedules
<b>INTRODUCTORY SECTION</b>								
<b>GENERAL CONSIDERATIONS</b>								
					2-001-01	If the government received the Certificate of Achievement for Excellence in Financial Reporting in the immediately preceding fiscal year, is a copy of that award included within the introductory section?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section, Certificate of Achievement for Excellence in Financial Reporting
					2-001-02	Are the government's principal officials (elected, appointed, or both) who were in place during the year covered by the report or when the report was issued, or both listed within the introductory section, and is the "as of" date of the listing (or of each listing) clearly indicated?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-List of principal officials
					2-001-03	Is an organization chart included somewhere within the introductory section?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Organizational chart
				*	2-001-04	Is a letter of transmittal included within the introductory section?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Letter of transmittal
					2-001-04-1	Is the transmittal letter presented on the letterhead stationery of the government?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Letter of transmittal
					2-001-04-2	Is the transmittal letter dated on or after the date of the independent auditor's report?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Letter of transmittal
					2-001-04-3	Is the transmittal letter addressed to the government's citizens, as well as others (e.g., the governing board)?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Letter of transmittal
					2-001-04-4	Is the transmittal letter signed by at least the chief financial officer (either the one in place during the year or the one in place when the report was issued, if different)?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Letter of transmittal
					2-001-04-5	Does the transmittal letter state that management is responsible for the contents of the report?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section-Formal transmittal

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A			2-001-04-6	Does the transmittal letter include a formal transmittal? Items to consider including: (1) Mention any legal requirements the ACFR is intended to fulfill, and acknowledge that management is responsible for the contents? (2) Address the results of the independent audit? (3) Discuss the government's internal controls, including their objectives and inherent limitations?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section- Formal transmittal
					2-001-04-7	Does the transmittal letter include a profile of the government? Items to consider including: (1) The population, and a description of the government's structure? (2) Identification of the types of services provided (e.g., fire protection, parks and recreation), or programs offered (e.g., swimming, and baseball)? (3) Disclose the inclusion of component units as well as the exclusion, as appropriate, of potential component units that the average reader might expect to see included within the financial reporting entity? (4) Briefly summarize the budget process, including which governmental funds are annually or biennially appropriated, and the legal level of budgetary control?	Certificate Program requirement	GAAFR Chapter 33 - Introductory section- Profile of the government
			School		2-001-04-8	For school districts, in addition to the items listed above, does the profile include the following? (1) A description of the scope of the school district's instructional activities? (2) Identification of the types of programs that the school district offers (e.g., general education, special education, vocational education)? (3) Information about the number of students? (4) If applicable, a description of the school district's relationship to other governments (for example, component unit of the county)?	Certificate Program requirement	GAAFR Chapter 38 - Letter of transmittal
					2-001-04-9	Does it contain information designed to assist users in assessing the government's economic condition (e.g., information on the local economy, information associated with a government's long-term financial planning, financial policies that affected the financial position in the current year, and major initiatives that are expected to affect future financial position)? Items to consider including are: (1) Provide information on the local economy, long-term planning, changes to generally accepted accounting principles, and financial policies that had a significant impact on the current statements (e.g., general fund reserves, reserves in other funds, and the use of one-time revenues). (2) Describe major budgetary initiatives that had a significant impact on the statements.  If the government has a tax abatement as defined by GASB Statement No. 77 disclosed in the notes to the financial statements, GFOA recommends that governments include other information in the transmittal letter that provides the justification and expected long-term benefits of tax abatements (See GFOA's best practice <i>Tax Abatement Transparency</i> , <a href="https://www.gfoa.org/materials/tax-abatement-transparency">https://www.gfoa.org/materials/tax-abatement-transparency</a> )	Certificate Program requirement	GAAFR Chapter 33 - Introductory section, Information useful in assessing the government's economic condition
			School		2-001-04-10	For school districts, is information about the projected enrollment and the age of the school buildings included in the economic condition discussion?		GAAFR Chapter 38 - Letter of transmittal
					2-001-04-11	Does the letter of transmittal contain acknowledgments? If the government received the Certificate of Achievement for Excellence in Financial Reporting or some other award relevant to financial management, the government may mention such awards in the letter of transmittal. Consider including: (1) Objective indicators of the quality of the government's financial management (e.g., a GFOA Distinguished Budget Presentation award, or a GFOA Popular Annual Financial Reporting award). (2) Acknowledgement of the individuals involved in the preparation of the ACFR, or those who contributed to the quality of the government's financial reporting or internal controls.	Certificate Program requirement	GAAFR Chapter 33 - Introductory section- Awards and acknowledgements
					2-001-04-12	Does the letter of transmittal direct readers to MD&A?		GAAFR Chapter 33 - Introductory Section- Formal transmittal
					2-001-04-13	Has the government refrained from duplicating information relevant to a given topic presented in MD&A or in the notes to the financial statements by (1) briefly identifying the topic and explaining its potential interest to financial statement users in the letter of transmittal, (2) referring readers to the notes and MD&A for any information on the topic already provided there, and (3) limiting the discussion in the letter of transmittal to the more subjective aspects of a given topic?	GASB Cod. Sec. 2200.704-1	GAAFR Chapter 33 - Introductory section- Letter of transmittal

**FINANCIAL SECTION  
REPORT OF THE INDEPENDENT AUDITOR**

				*	3-001-01	Are the basic financial statements accompanied by the report of the independent auditor?	Certificate Program requirement	GAAFR Chapter 33 - Financial section- Report of the independent auditor
				*	3-001-02	Is the report of the independent auditor presented as the first item in the financial section of the report?	Certificate Program requirement	GAAFR Chapter 33 - Financial section
					3-001-03	Does the report indicate that the independent auditor conducted the audit in conformity with either generally accepted auditing standards (GAAS) or generally accepted government auditing standards (GAGAS/ GAS (Government Auditing Standards))?	Certificate Program requirement	GAAFR Chapter 33 - GFOA Certificate of Achievement for Excellence in Financial Reporting
					3-001-04	Did the independent auditor express an opinion on the fair presentation of: 1) governmental activities; 2) business-type activities; 3) each major governmental fund; 4) each major enterprise fund; 5) other funds (in the aggregate) and discretely presented component units (in the aggregate), or both combined (in the aggregate); and 6) budgetary comparisons (if presented as a basic financial statement) in conformity with GAAP?	Certificate Program requirement	GAAFR Chapter 33 - Financial section, Report of the independent auditor
						<b>For governments that have implemented GASB Statement No. 103, <i>Financial Reporting Model Improvements</i></b>		
					3-001-04a	Did the independent auditor express an opinion on the fair presentation of: 1) governmental activities; 2) business-type activities; 3) each major governmental fund; 4) each major enterprise fund; 5) other funds (in the aggregate) and discretely presented component units (in the aggregate), or both combined (in the aggregate); in conformity with GAAP?	Certificate Program requirement	
				*	3-001-05	Did the independent auditor express an unmodified opinion on the fair presentation of the basic financial statements?  <u>Explanation:</u> The independent auditor's opinion is considered to be unmodified unless the auditor (1) offers an adverse opinion, (2) offers a modified opinion (i.e., fairly presented except for...), or (3) disclaims an opinion on all or a portion of the basic financial statements.	Certificate Program requirement	GAAFR Chapter 33 - GFOA Certificate of Achievement for Excellence in Financial Reporting
					3-001-06	Does the independent auditor indicate, at a minimum, that combining and individual fund financial statements and schedules are fairly presented "in relation to" the basic financial statements?	Certificate Program requirement	GAAFR Chapter 33 - Financial section- Report of the independent auditor
					3-001-07	Is there no indication by the independent auditor that RSI is either absent or otherwise potentially inadequate?	Certificate Program requirement	GAAFR Chapter 33 - Financial section- Report of the independent auditor
				*	3-001-08	Did the independent auditor sign and date the report?	AU-C Section 700.41-.43	
				*	3-001-09	If the independent auditor's report states that combining and individual fund financial statements are fairly presented in relation to the basic financial statements, has the government refrained from including any reference to the notes to the financial statements on the face of the combining and individual fund statements?	Certificate Program requirement	GAAFR Chapter 33 - Financial section- Formatting

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
<b>FINANCIAL SECTION</b>								
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&amp;A)</b>								
				*	4-001-01	Is MD&A presented?	GASB Cod. Sec. 2200.106	GAAFR Chapter 31 - Background
					4-001-01-1	Is MD&A presented preceding the basic financial statements and after the report of the independent auditor?	GASB Cod. Sec. 2200.703-1	GAAFR Chapter 31 - Background
					4-001-02	Does MD&A describe the basic government-wide financial statements and the basic fund financial statements, as well as the difference in the kinds of information provided by each?  <i>Explanation:</i> This description should either focus on how fund financial statements reinforce information in the government-wide financial statements (e.g., proprietary fund financial statements) or provide additional information (e.g., governmental fund financial statements and fiduciary fund financial statements). In particular, it should describe the relationship between the governmental fund financial statements and the data reported for governmental activities in the government-wide financial statements.	GASB Cod. Sec. 2200.109a and .704-7	GAAFR Chapter 31 - Discussion of the basic financial statements
					4-001-03	Does MD&A provide condensed financial data extracted from the government-wide financial statements? If so, does that information include: (1) Total assets (distinguishing between capital assets and other assets)? (2) Total deferred outflows of resources? (Note: Deferred outflows are a separate element and should be reported separately from total assets.) (3) Total liabilities (distinguishing between long-term liabilities and other liabilities)? (4) Total deferred inflows of resources? (Note: Deferred inflows are a separate element and should be reported separately from total liabilities.) (5) Total net position (distinguishing net investment in capital assets; restricted net position; and unrestricted net position)? (6) Program revenues (by major source)? (7) General revenues (by major source)? (8) Total revenues? (9) Program expenses (at least by function)? (10) Total expenses? (11) Excess or deficiency (before any contributions to term and permanent endowments, contributions to permanent fund principal, special items, extraordinary items, and transfers)? (12) Contributions? (13) Special and extraordinary items? (14) Transfers? (15) Change in net position? (16) Ending net position from the statement of activities?	GASB Cod. Sec. 2200.109b	GAAFR Chapter 31 - Condensed comparative financial data
<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>								
					4-001-03-1	For governments that have a <b>change in accounting principle</b> and/or a <b>change to or within the financial reporting entity</b> , MD&A for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. Note: a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 31 - Condensed comparative financial data
					4-001-03-2	For governments that made an <b>error correction</b> , MD&A for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in MD&A should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 31 - Condensed comparative financial data
			BTA	*	4-001-04	Does MD&A present condensed financial data for both the current fiscal year and the preceding fiscal year, with governmental activities and business-type activities reported separately?  Note: Whenever the independent auditor offers an opinion on both the current year's and the previous year's financial statements, the MD&A should provide condensed financial data for three periods - the current period, the previous period, and the period preceding the previous period. However only the current year's and prior year's data must be explained.	GASB Cod. Sec. 2200.109b and .704-3	GAAFR Chapter 31 - Condensed comparative financial data
					4-001-05	Does MD&A provide an overall analysis (i.e., reasons for changes) of the government's financial position and results of operations?	GASB Cod. Sec. 2200.109c	GAAFR Chapter 31 - An analysis of the government's overall financial position and results of operations
					4-001-05-1	Are explanations appropriate to the measurement focus of the financial statements for which a change is being explained?  For example, the purchase of a capital asset would decrease fund balance in the governmental funds, but have no effect on the net position reported in the government-wide statement of net position (e.g. the capital asset would be offset by a decrease in another asset and/or an increase in a liability).	Certificate Program requirement	GAAFR Chapter 31 - Discussion of the basic financial statements
					4-001-05-2	Does the MD&A specifically address whether and why the government's overall financial position has improved/increased or deteriorated/decreased?	GASB Cod. Sec. 2200.109c	GAAFR Chapter 31 - An analysis of the government's overall financial position and results of operations
					4-001-05-3	Does the MD&A address <i>governmental activities</i> separately from <i>business-type activities</i> ? <i>If economic factors significantly affected the operating results of the current year, they should be discussed as part of this analysis.</i>	GASB Cod. Sec. 2200.109c	GAAFR Chapter 31 - An analysis of the government's overall financial position and results of operations
					4-001-06	Does MD&A provide an analysis (i.e., reasons for changes) of significant balances and transactions of individual major funds, and if applicable, whether restrictions, commitments, or other limitations significantly affect the availability of fund resources for future use?	GASB Cod. Sec. 2200.109d	GAAFR Chapter 31 - An analysis of the balances and transactions of individual funds
					4-001-07	Does MD&A provide an analysis of significant budgetary variations (both original budget versus final amended budget and final amended budget versus actual) for only the general fund?  <i>If any currently known reasons for budgetary variations in the general fund are expected to have a significant effect on future liquidity or services, the MD&amp;A should explain that fact.</i>	GASB Cod. Sec. 2200.109e	GAAFR Chapter 31 - Analysis of budgetary variations
					4-001-08	Does MD&A describe significant capital asset and long-term debt activity during the year (taking care to summarize rather than repeat information presented in the notes), including commitments made for capital expenditures, changes in credit ratings, and debt limitations that may affect the financing of planned facilities or services?	GASB Cod. Sec. 2200.109f	GAAFR Chapter 31 - Description of capital asset and long-term debt activity
					4-001-09	Does the discussion of capital asset and long-term debt activity refer readers interested in more detailed information to the notes to the financial statements?	GASB Cod. Sec. 2200, footnote 9	GAAFR Chapter 31 - Description of capital asset and long-term debt activity

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					4-001-10	If the government uses the modified approach to account for one or more networks or subsystems of infrastructure assets, does MD&A state that fact? If so, do the notes include: 1) a discussion of any significant changes in the condition levels of infrastructure assets, 2) a comparison of current condition levels with target condition levels established by the government, and 3) any significant differences between the estimated amount necessary to maintain and preserve infrastructure assets at target condition levels and the actual amount of expense incurred for that purpose during the year?	GASB Cod. Sec. 2200.109g	GAAFR Chapter 31 - Discussion of infrastructure accounted for using the modified approach
					4-001-11	Does the government disclose any other "currently known facts, conditions, or decisions" that are expected to have a significant effect on financial position (net position) or results of operations (revenues, expenses, and other changes in net position), with the focus being on things that have actually happened (e.g., relocation of a major business) rather than on things that might happen (e.g., potential relocation of a major business)?	GASB Cod. Sec. 2200.109h	GAAFR Chapter 31 - Discussion of currently known facts, decisions, or condition of future significance
					4-001-12	Do the amounts reported in MD&A agree with related amounts in the basic financial statements?	GASB Cod. Sec. 2200.109b  Certificate Program requirement	
					4-001-13	Has the government refrained from addressing in MD&A topics not specifically prescribed by GAAP, as summarized in the above questions?  <u>Explanation:</u> Governments must provide enough detail to meet the GAAP requirements; however, governments are free to provide whatever additional details they believe appropriate in addressing these particular topics.	GASB Cod. Sec. 2200.109 and footnote 8	GAAFR Chapter 31 - Background
<b>FINANCIAL SECTION</b> <b>MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&amp;A)</b> <b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>								
				*	4-001-01a	Is MD&A presented?	GASB Statement No. 103, paragraph 4	
					4-001-01-1a	Is MD&A presented preceding the basic financial statements and after the report of the independent auditor?	GASB Statement No. 103, paragraph 4	
					4-001-01-2a	The MD&A should avoid unnecessary duplication. Rather than repeating information and analysis used in one section of the MD&A that is applicable to a different section, governments can simply reference the original discussion of the item. For example, if a revenue increase in the statement of activities is discussed in the analysis of governmental activities and the same explanation supports the explanations of changes in governmental funds and the general fund, the governmental fund and general fund analysis can refer to the discussion in governmental activities	GASB Statement No. 103, paragraph 6	
					4-001-02a	<b>Overview of the Financial Statements</b> - Does MD&A describe the basic government-wide financial statements and the basic fund financial statements, including the relationship to each other as well as the difference in the kinds of information provided by each?  <u>Explanation:</u> This description should either focus on how fund financial statements reinforce information in the government-wide financial statements (e.g., proprietary fund financial statements) or provide additional information (e.g., governmental fund financial statements and fiduciary fund financial statements). In particular, it should describe the relationship between the governmental fund financial statements and the data reported for governmental activities in the government-wide financial statements.	GASB Statement No. 103, paragraph 8.a	
					4-001-03a	<b>Financial Summary</b> - Does MD&A provide condensed financial data extracted from the government-wide financial statements? If so, does that information include: (1) Total assets (distinguishing between capital assets and other assets)? (2) Total deferred outflows of resources? (Note: Deferred outflows are a separate element and should be reported separately from total assets.) (3) Total liabilities (distinguishing between long-term liabilities and other liabilities)? (4) Total deferred inflows of resources? (Note: Deferred inflows are a separate element and should be reported separately from total liabilities.) (5) Total net position (distinguishing net investment in capital assets; restricted net position; and unrestricted net position)? (6) Program revenues (by major source)? (7) General revenues (by major source)? (8) Total revenues? (9) Program expenses (at least by function or identifiable activity, as appropriate)? (10) Total expenses? (11) Excess or deficiency (before any contributions to term and permanent endowments, contributions to permanent fund principal, transfers, and unusual or infrequent items)? (12) Contributions? (13) Transfers? (14) Unusual or infrequent items? (15) Beginning net position (16) Change in net position? (17) Ending net position from the statement of activities?	GASB Statement No. 103, paragraph 8.b	
<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>								
					4-001-03-1a	For governments that have a <b>change in accounting principle and/or a change to or within the financial reporting entity</b> , MD&A for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. Note: a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 31 - Condensed comparative financial data
					4-001-03-2a	For governments that made an <b>error correction</b> , MD&A for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in MD&A should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 31 - Condensed comparative financial data
			BTA	*	4-001-04a	Does MD&A present condensed financial data for both the current fiscal year and the preceding fiscal year, with governmental activities and business-type activities reported separately?  Note: Whenever the independent auditor offers an opinion on both the current year's and the previous year's financial statements, the MD&A should provide condensed financial data for three periods - the current period, the previous period, and the period preceding the previous period. However only the current year's and prior year's data must be explained.	GASB Statement No. 103, paragraph 8.b and GASB Cod. Sec. 2200.704-3	GAAFR Chapter 31 - Condensed comparative financial data



Yes	No	N/A	Special		Question No.	Checklist Question	Citations	GAAFR reference
			Unit	* Item				
					4-001-05a	<b>Detailed analysis, government-wide</b> - Does MD&A provide an analysis (i.e., reasons for changes) of the government's financial position and results of operations at the government-wide level?	GASB Statement No. 103, paragraph 8.c	
					4-001-05-1a	Does the MD&A address summarize significant changes to both <i>governmental activities</i> and <i>business-type activities</i> ?	GASB Statement No. 103, paragraph 8.c	
					4-001-05-2a	Does the analysis provide reasons <b>why</b> balances changes from the prior year and the magnitude of the change (\$ and %)?  If any significant policy changes and economic factors significantly affected the operating results of the current year, they should be discussed as part of this analysis.	GASB Statement No. 103, paragraphs 5 and 8.d	
					4-001-06a	<b>Detailed analysis, major funds</b> - Does MD&A provide an analysis of fund balance or net position (i.e., reasons for changes) and results of operations for each major fund?	GASB Statement No. 103, paragraph 8.c	
					4-001-06-1a	Does the analysis provide reasons <b>why</b> balances changes from the prior year and the magnitude of the change (\$ and %)?  If applicable, any restrictions, commitments, or other limitations significantly affect the availability of fund resources for future use should be discussed as part of this analysis.	GASB Statement No. 103, paragraphs 5 and 8.d	
					4-001-07a	<b>Significant Capital Asset and Long-Term Financing Activity</b> - Does MD&A describe significant capital asset activity during the year?	GASB Statement No. 103, paragraph 8.d	
					4-001-07-1a	Does the description include significant additions and disposals of capital assets for the current year?	GASB Statement No. 103, paragraph 8.d	
					4-001-07-2a	If applicable, does the description include changes to commitments made for capital acquisitions, changes in policies and economic factors applicable to capital asset activity?	GASB Statement No. 103, paragraph 8.d	
					4-001-08a	<b>Significant Capital Asset and Long-Term Financing Activity</b> - Does MD&A describe significant long-term financing activity during the year?	GASB Statement No. 103, paragraph 8.d	
					4-001-08-1a	Does the description include debt, leases, public-public and public-private partnerships (PPPs), subscription-based information technology arrangements (SBITAs), as applicable, for the current year?	GASB Statement No. 103, paragraph 8.d	
					4-001-08-2a	If applicable, does the description include any leases, PPPs or SBITAs entered into during the current year, changes in credit ratings and debt limitations that may affect the financing of planned facilities or services, and changes in policies and economic factors applicable to long-term financing activity?	GASB Statement No. 103, paragraph 8.d	
					4-001-09a	<b>Currently known facts, decisions, or conditions</b> - Does the government describe any currently known facts, decisions, or conditions that are expected to have a significant effect on financial position (net position) or produce significant differences from current-period results of operations (revenues, expenses, and other changes in net position)?  Examples of items to describe include: trends in economic and demographic data, factors used to develop subsequent year's budget, expected changes in budgetary fund balance or net position, actions taken related to postemployment benefits, capital asset improvements, lease/SBITA/PPP liabilities and actions taken by others (such as legislatures) that will affect subsequent year.	GASB Statement No. 103, paragraph 8.e	
					4-001-10a	Do the amounts reported in MD&A agree with related amounts in the basic financial statements?	GASB Statement No. 103, paragraph 8.b  Certificate Program requirement	
					4-001-11a	Has the government refrained from addressing in MD&A topics not specifically prescribed by GAAP, as summarized in the above questions? For example, if the modified approach is used for account for one or more networks or infrastructure, that information should be included in the RSI for the modified approach which is reported after the notes to the financial statements.  <u>Explanation:</u> Governments must provide enough detail to meet the GAAP requirements; however, governments are free to provide whatever additional details they believe appropriate in addressing these particular topics.	GASB Statement No. 103, paragraph 8 and footnote 4	

#### FINANCIAL SECTION

#### BASIC FINANCIAL STATEMENTS

#### PRELIMINARY CONSIDERATIONS

				*	5-001-01	Is a full set of basic financial statements (government-wide financial statements, fund financial statements, and notes to the financial statements) presented? If so, are each of the following statements included (if applicable)?	GASB Cod. Sec. 2200.110-.204 and .206-.207	
			BTA	*	5-001-01-1	For special purpose governments engaged in only business-type activities, is a full set of basic financial statements presented (i.e., a statement of net position, a statement of revenues, expenses, and changes in fund net position, and a statement of cash flows)?	GASB Cod. Sec. Sp20.113b	
				*	5-001-01-2	Government-wide statement of net position?	GASB Cod. Sec. 2200.110	GAAFR Chapter 19 - Introduction
				*	5-001-01-3	Government-wide statement of activities?	GASB Cod. Sec. 2200.110	GAAFR Chapter 19 - Introduction
				*	5-001-01-4	Balance sheet – governmental funds?	GASB Cod. Sec. 2200.161a	GAAFR Chapter 13 - Introduction
				*	5-001-01-5	Statement of revenues, expenditures, and changes in fund balances – governmental funds?	GASB Cod. Sec. 2200.161b	GAAFR Chapter 13 - Introduction
				*	5-001-01-6	Statement of revenues, expenditures, and changes in fund balances – budget and actual – for the general fund and major special revenue funds (if not presented as RSI)?  <b>Note:</b> for governments that have implemented GASB Statement No. 103, the budgetary comparison schedules for the general fund and major special revenue funds can only be presented as RSI.	GASB Cod. Sec. 2200, footnote 51	GAAFR Chapter 13 - Introduction
			BTA	*	5-001-01-7	Statement of fund net position – proprietary funds?	GASB Cod. Sec. 2200.170a	GAAFR Chapter 15 - Introduction
			BTA	*	5-001-01-8	Statement of revenues, expenses, and changes in fund net position – proprietary funds?	GASB Cod. Sec. 2200.170b	GAAFR Chapter 15 - Introduction
			BTA	*	5-001-01-9	Statement of cash flows – proprietary funds?	GASB Cod. Sec. 2200.170c	GAAFR Chapter 15 - Introduction
				*	5-001-01-10	Statement of fiduciary net position?	GASB Cod. Sec. 2200.197	GAAFR Chapter 17 - Introduction
				*	5-001-01-11	Statement of changes in fiduciary net position?	GASB Cod. Sec. 2200.197	GAAFR Chapter 17 - Introduction
				*	5-001-01-12	Notes to the financial statements?	GASB Cod. Sec. 2200.204	GAAFR Chapter 30 - Introduction



Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
						<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>		
					5-001-01-13	For governments that have a <b>change in accounting principle and/or a change to or within the financial reporting entity</b> , RSI for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. Note: a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
					5-001-01-14	For governments that made an <b>error correction</b> , RSI for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in RSI should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
					5-001-02	Do the government-wide and fund statements of position (i.e., the statement of net position or the balance sheet, where applicable) report separate sections for assets, deferred outflows of resources, liabilities, and deferred inflows of resources, as applicable?	GASB Cod. Sec. 2200.115	GAAFR Chapter 13 - Balance sheet  GAAFR Chapter 19 - Government-wide statement of net position
					5-001-02-1	If the government participates in a defined benefit pension/OPEB plan, or if the government is a government nonemployer contributor to a defined benefit pension/OPEB plan, does it report pension/OPEB-related deferred outflows/inflows of resources?	GASB Cod Sec. P20.132-.133, .152-.155, .158, .172, .186-.189, .191, .195, .204-.206, .210  GASB Cod Sec. P50.139-.140, .159-.163, .167, .185, .200-.204, .207, .212, .221-.225, .229	GAAFR Chapter 20 - Recognition and measurement of pension and OPEB liabilities by government employers and nonemployer contributors
					5-001-02-2	If the government participates in a defined benefit pension/OPEB plan, or if the government is a government nonemployer contributor to a defined benefit pension/OPEB plan, has the government aggregated deferred outflows and inflows of resources arising from differences between projected and actual earnings and reported them as a single net amount?	GASB Cod Sec. P20.132b, .172b, .718-3  GASB Cod Sec. P50.139b, .185b, .718-	GAAFR Chapter 20 - Recognition and measurement of pension and OPEB liabilities by government employers and nonemployer contributors
					5-001-02-3	If the government participates in a defined benefit pension/OPEB plan, or if the government is a government nonemployer contributor to a defined benefit pension/ OPEB plan, has the government refrained from netting other pension/OPEB-related deferred outflows and inflows of resources?	GASB Cod Sec. P20.132-.133, .152-.155, .158, .172, .186-.189, .191, .195, .204-.206, .210, .718-3  GASB Cod Sec. P50.139-.140, .159-.163, .167, .185, .200-.205, .207, .212, .221-.225, .229, .718-3	GAAFR Chapter 20 - Recognition and measurement of pension and OPEB liabilities by government employers and nonemployer contributors
					5-001-02-4	Are non-pension/OPEB-related deferred outflows of resources reported only for items specifically identified by GAAP as deferred outflows of resources (e.g., the excess of the reacquisition price of the old debt over its net carrying amount in a debt refunding, asset retirement obligation)?	GASB Cod. Sec. A10.109 (AROs); D20.111 (Refundings); D40.116 (Derivative Instruments); L20.175, .184 (Leases); S20.114-.115 (Intra-Entity Transfers of Future Revenues); L30.131 (Loan Origination Fees); L30.133 (Loans Held for Sale Fees); P90.137, .152, .170 (PPP).	GAAFR Chapter 1 - Deferred outflows of resources
					5-001-02-5	Are non-pension-related deferred inflows of resources reported only for items specifically identified by GAAP as deferred inflows of resources (e.g., deferred lease revenue, the excess of the net carrying amount of old debt over its reacquisition price in a debt refunding)?	GASB Cod. Sec. D20.111 (refundings); D40.116 (Derivative Instruments); L20.140, .153 (Leases) N50.115 (Imposed non-exchange rev); N50.118 (Govt-Mandated and Voluntary Nonexchange Transactions); S20.111, .114, .115 (Sale future rev); L30.105, .131 (Loan Origination Fees); P90.112-	GAAFR Chapter 1 - Deferred inflows of resources
					5-001-03	Are all of the basic financial statements referred to by their appropriate titles?		
					5-001-03-1	Is the title of the following statements refer to a point in time (e.g., "June 30, 20XX") rather than to a fiscal period (e.g., "for the fiscal year ended...")?: (1) Government-wide Statement of Net Position (2) Balance Sheet - Governmental funds (3) Reconciliation of government funds balance sheet to governmental activities statement of net position (4) Statement of Fund Net Position - Proprietary funds (5) Statement of Fiduciary Net Position - Fiduciary Funds	Certificate Program requirement	
					5-001-03-2	Is the title of the following statements refer to a fiscal period (e.g., for the fiscal year ended...) rather than to a point in time (e.g., "June 30, 20XX")?: (1) Government-wide Statement of Activities (2) Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental funds (3) Reconciliation of government funds statement of revenues expenditures and changes in fund balance to governmental activities statement of activities (4) Statement of Revenues, Expenditures, and Changes in Fund Balance, Budget and Actual – General Fund and Major Special Revenue Funds (if included as a basic financial statement) (5) Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary funds (6) Statement of Cash Flows – Proprietary funds (7) Statement of Changes Fiduciary Net Position - Fiduciary Funds	Certificate Program requirement	
						<b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>		
					5-001-03-2a	Is the title of the following statements refer to a fiscal period (e.g., for the fiscal year ended...) rather than to a point in time (e.g., "June 30, 20XX")?: (1) Government-wide Statement of Activities (2) Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental funds (3) Reconciliation of government funds statement of revenues expenditures and changes in fund balance to governmental activities statement of activities (4) Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary funds (5) Statement of Cash Flows – Proprietary funds (6) Statement of Changes in Fiduciary Net Position - Fiduciary funds	Certificate Program requirement	

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					5-001-04	Are all of the basic financial statements grouped together at the front of the financial section of the report, following the report of the independent auditor and MD&A?	GASB Cod. Sec. 2200.105	GAAFR Chapter 33 - Financial section
				*	5-001-05	Are the government-wide statements located before the fund financial statements?	GASB Cod. Sec. 2200.105	GAAFR Chapter 33 - Financial section
					5-001-06	Do all of the basic financial statements include a reference to the notes?	Certificate Program requirement Certificate Program requirement	GAAFR Chapter 33 - Financial section-Basic financial statements
					5-001-07	If the government has multiple <i>major</i> discretely presented component units, do the basic financial statements present separate information on each as one of the following: (1) separate columns in the government-wide financial statements, (2) combining statements included within the basic financial statements, or (3) condensed financial statements included within the notes to the financial statements?  <u>Explanation:</u> The determination that a component unit is "major" should be based on the nature and significance of its relationship to the primary government based on any of the following factors: (a) the services provided by the component unit to the citizenry are such that separate reporting as a major component unit is considered to be essential to financial statement users, (b) there are significant transactions with the primary government, or (c) there is a significant financial benefit or burden relationship with the primary government.	GASB Cod. Sec. 2600.108	GAAFR Chapter 6 - Discretely presented component units
					<b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>			
					5-001-07a	If the government has multiple <i>major</i> discretely presented component units, do the basic financial statements present separate information on each as one of the following: (1) separate columns in the government-wide financial statements, or (2) if readability is affected in (1) as combining statements included within the basic financial statements?  <u>Explanation:</u> The determination that a component unit is "major" should be based on the nature and significance of its relationship to the primary government based on any of the following factors: (a) the services provided by the component unit to the citizenry are such that separate reporting as a major component unit is considered to be essential to financial statement users, (b) there are significant transactions with the primary government, or (c) there is a significant financial benefit or burden relationship with the primary government.	GASB Statement No. 103, paragraph 15	
				*	5-001-08	Has the government refrained from making direct adjustments to beginning net position/fund balance except in those situations specifically contemplated by GAAP - prior-period adjustments and cumulative effect of a change in accounting principle?		GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have not implemented GASB Statement No. 100)  GAAFR Chapter 15 - Cumulative effect of a change in accounting principle (for governments that have not implemented GASB Statement No. 100)
					<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>			
				*	5-001-01-08a	Has the government refrained from making direct adjustments to beginning net position/fund balance except in those situations specifically contemplated by GAAP - accounting change (change in accounting principle and change to or within the financial reporting entity) or error correction?	GASB Cod. Sec. 2250.123-.154	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
				*	5-001-01-08a-1	If applicable, is the accounting change and/or the error correction presented immediately following the beginning balance of net position/fund balance in the applicable flows statement (government-wide statement of activities, governmental fund statement of revenues, expenditures, and changes in fund balances, proprietary statement of revenues, expenses, and changes in net position, and statement of changes in fiduciary net position)?	GASB Cod. Sec. 2250.151	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
				*	5-001-09	Do financial statements within each category (i.e., government-wide, governmental funds, proprietary funds, and fiduciary funds) articulate with one another (e.g., the amount reported for net position at the end of the year in the government-wide statement of activities ties to the corresponding amount reported for net position in the government-wide statement of net position, the amount reported as "changes in net position - governmental activities" in the reconciliation associated with the governmental fund statement of revenues, expenditures, and changes in fund balances should be the same as the amount reported as "changes in net position - governmental activities" in the government-wide statement of activities)?	Certificate Program requirement	
				*	5-001-09-1	If the government budgets on a GAAP basis, does the ending fund balance reported in the budgetary comparison equal the ending fund balance in the governmental fund statement of revenues, expenditures, and changes in fund balances?	GASB Cod. Sec. 1800.103	GAAFR Chapter 13 - Budgetary comparison statement
				*	5-001-10	If the government is required by law to present financial data that differs from GAAP financial statements to demonstrate legal compliance, has the additional financial data (schedules) been included as other supplementary information or in a separate legal compliance section immediately following the statistical section? When there is a conflict between GAAP and legal provisions, the basic financial statements should be prepared in accordance with GAAP.	GASB Cod. Sec. 1200.108 - .114	GAAFR Chapter 33 - Financial section - Schedules
<b>FINANCIAL SECTION</b>								
<b>GOVERNMENT-WIDE FINANCIAL STATEMENTS</b>								
<b>GENERAL CONSIDERATIONS</b>								
				*	6-001-01	Are governmental activities and business-type activities reported as separate columns?	GASB Cod. Sec. 2200.110d	GAAFR Chapter 19 - Activity columns
				*	6-001-02	Is a total column presented for the primary government?	GASB Cod. Sec. 2200.112	GAAFR Chapter 19 - Primary government total column
				*	6-001-02-1	Is the total column for the primary government consolidated (i.e., no internal receivable/ payables or transfers, except for blended component units with a different fiscal year)?	GASB Cod. Sec. 2200.151-.153, 724-1	GAAFR Chapter 19 - Primary government total column
				*	6-001-02-2	Are the only internal balances reported in the statement of net position between governmental activities and business-type activities?  Internal balances within either of these categories should be eliminated as part of the consolidation process.  Consistent with the principles of consolidation, the primary government's total column normally should report a zero balance for internal receivables and internal payables. This objective most often is achieved by reporting both receivables and payables as a single line item (i.e., internal balances). Alternatively, internal receivables and internal payables can be reported as separate line items, provided that a zero balance is still reported for each in the primary government's total column. In this latter case, neither line item would "cross foot," necessitating a special explanatory footnote on the face of the statement of net position.	GASB Cod. Sec. 2200.151-.153, 724-1	GAAFR Chapter 19 - Primary government total column

Special			Unit		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A	Unit	* Item				
				*	6-001-02-3	Are the only transfers reported in the government-wide statement of activities between governmental activities and business-type activities?  Transfers within either of these categories should be eliminated as part of the consolidation process. Transfers should be eliminated from the consolidated total column on the statement of activities.	GASB Cod. Sec. 2200.151-.152, 725-12	GAAFR Chapter 19 - Primary government total column]
				*	6-001-03	Are any discretely presented component units presented in one or more separate columns to the right of the total column for the primary government?  By definition, only a legally separate entity qualifies as a component unit.  The data for the discretely presented component units that is included in the government-wide financial statements should be the entity totals derived from the component units' statements of net position and activities.	GASB Cod. Sec. 2200.110c and 2600.102, .107	GAAFR Chapter 19 - Component unit column(s)
					6-001-03-1	Has the government refrained from using these columns to report component units that should be blended?	GASB Cod. Sec. 2600.112-.113	GAAFR Chapter 6 - Blended component units
			BTA		6-001-03-2	If a stand-alone BTA has blended component units, has it elected to present the blended component units within its single column financial statements and presenting condensed combining financial statements (statement of net position, statement of revenues, expenses and changes in net position, and statement of cash flows) of the BTA and the blended component unit in the notes to the financial statements?	GASB Cod. Sec. 2600.115	GAAFR Chapter 6 - Blended component units
					6-001-04	Has the government refrained from including either fiduciary funds or fiduciary component units in the government-wide financial statements?	GASB Cod. Sec. 2200.110b	GAAFR Chapter 19 - Scope of reporting
					6-001-05	Has the government refrained from using interfund terminology (e.g., transfers) to refer to balances and transactions between the primary government and discretely presented component units?	GASB Cod. Sec. 2200.155	GAAFR Chapter 6 - Transactions vs. interfund activity

# FINANCIAL SECTION

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

### GOVERNMENT-WIDE STATEMENT OF NET POSITION

					6-002-01	Are assets and liabilities reported either in the relative order of their liquidity or on a classified basis (i.e., current vs. long-term)?	GASB Cod. Sec. 2200.116, and footnote 13	GAAFR Chapter 19 - Order of presentation - assets and liabilities
					6-002-01-1	If assets and liabilities are presented in the relative order of their liquidity, do amounts presented for long-term liabilities distinguish amounts due within one year from amounts due beyond one year?  Note: The liabilities for pensions and OPEB would generally not be considered due within one year.	GASB Cod. Sec. 2200.116, .708-5	GAAFR Chapter 19 - Order of presentation - assets and liabilities
					6-002-01-2	If a classified approach is taken and restricted assets are reported, are restricted assets and liabilities payable from restricted assets reported in the same category?	GASB Cod. Sec. 2200.176-.177, .180, footnote 32	GAAFR Chapter 19 - Order of presentation - assets and liabilities GAAFR Chapter 15 - Classified presentation
					6-002-01-3	If a classified approach is taken, are subtotals for current assets, noncurrent assets, deferred outflows, current liabilities, noncurrent liabilities, and deferred inflows included?	Certificate Program requirement	GAAFR Chapter 19 - Order of presentation - assets and liabilities
				*	6-002-02	Does each column in the government-wide statement of net position include capital assets (including infrastructure assets and intangible assets) used to support those activities?	GASB Cod. Sec. 2200.110e	GAAFR Chapter 19 - Presentation of capital assets
					6-002-02-1	Has the government refrained from reporting depreciable and non-depreciable capital assets together in a single line (e.g., "land and buildings"), if significant?	GASB Cod. Sec. 1400.112	GAAFR Chapter 19 - Presentation of capital assets
					6-002-03	Does the government report a pension/OPEB-related asset if fiduciary net position exceeds the employer's total pension/OPEB liability?	GASB Cod. Sec. P20, footnote 7; P50, footnote 7	
				*	6-002-04	Does the governmental activities column include debt and all other long-term liabilities incurred in connection with governmental activities, including obligations for pensions and OPEB, as appropriate? (e.g., bonds, leases, SBITAs, PPPs, compensated absences, claims and judgments, pollution remediation liabilities, nonexchange financial guarantees (as the entity extending the guarantee))	GASB Cod. Sec. 2200.110e	GAAFR Chapter 18 - Conversion of governmental fund data GAAFR Chapter 20 - GAAP Conversion Journal Entries
					6-002-05	If the government offers defined pension/OPEB benefits that are not administered through a trust (or equivalent arrangement), has it refrained from reporting a net pension liability, but instead reported the employer's total pension/OPEB liability separately from any accumulated assets?	GASB Cod. Sec. P22.116; P52.114	GAAFR Chapter 20 - Accounting and financial reporting for non-trusted plans (other than insured plans)
					6-002-06	Has the government refrained from netting asset and liability amounts related to different pension and OPEB plans?	GASB Cod. Sec. P20.120, .151, .203 GASB Cod. Sec. P21.111 GASB Cod. Sec. P50.118 GASB Cod. Sec. P51.109	
					6-002-07	If the government has issued special assessment debt for which it is obligated in some manner, has it reported such amounts as special assessment debt with governmental commitment?	GASB Cod. Sec. S40.116b	GAAFR Chapter 23 - Special assessment debt
				*	6-002-08	Is the difference between [assets + deferred outflows of resources] and [liabilities + deferred inflows of resources] reported as net position?	GASB Cod. Sec. 2200.117	GAAFR Chapter 1 - Exhibit 1-1 GAAFR Chapter 19 - Presentation of net position

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
				*	6-002-09	<p>Is the amount reported as net investment in capital assets calculated correctly?</p> <p>Explanation: The government should calculate its net investment in capital assets using the following general formula:  Capital assets (both tangible and intangible) reported in the column for that activity  Less: Accumulated depreciation/amortization  Less: Outstanding principal of capital-related borrowings (i.e. bonds, special assessment debt with government commitment, lease liabilities, subscription-based IT arrangement liabilities, public-private and public-public partnership arrangement liabilities) related to the government's own capital assets (limited to proceeds expended for capital purposes and <b>excluding unspent proceeds</b>) ("outstanding capital debt")  Less: Debt used to refund capital-related borrowings (<b>excluding new debt issued in a crossover refunding</b> which does not take on the character of the existing debt that it will refund until the crossover date is reached. Accordingly, the new debt does not qualify as capital-related until the crossover date (i.e., the point at which the refunding occurs)  Less: Any other (non-debt) capital related liabilities as of fiscal year end, including accounts payable and retainage payable  Plus: Original issue discounts on outstanding capital debt  Less: Original issue premiums on outstanding capital debt  Plus: Capital-related deferred outflows of resources (such as a loss on refunding of outstanding capital debt)  Less: Capital-related deferred inflows of resources (such as a gain on refunding of outstanding capital debt)</p> <hr/> <p>Equals: Net investment in capital assets</p> <p>Any government reporting capital assets should report some portion of net position as net investment in capital assets, even if that amount is negative. The amount reported for the net investment in capital assets should not be greater than the amount of capital assets reported in the same column. The debt used in the calculation of the net investment in capital assets should not be greater than the total debt reported in the column that reports the amount.</p>	GASB Cod. Sec. 2200.118	GAAFR Chapter 19 - Presentation of net position
				*	6-002-09-1	<p>Has the government refrained from reporting the liability and any deferred outflows and inflows of resources related to the unspent portion of a debt issuance in the net investment of capital assets component of net position?</p> <p><u>Explanation:</u> The liability and any deferred outflows and inflows of resources related to the unspent portion of a debt issuance should be included in the same component of net position as the asset relating to the unspent proceeds (restricted or unrestricted net position). Reporting both within the same classification of net position prevents one classification from being overstated while another is understated by a similar amount.</p>	GASB Cod. Sec. 2200.118, .708-10	GAAFR Chapter 19 - Presentation of net position
				*	6-002-09-2	<p>Has the government excluded the following from the calculation of net investment in capital assets:</p> <p>(1) Financial assets, including interfund loans?  (2) Noncapital accrued liabilities (e.g., compensated absences, claims and judgments, landfill closure and postclosure costs)?  (3) Debt that was used to provide capital assets to another government (or a discretely presented component unit)?  (4) Debt to be repaid by governmental activities when the proceeds were used to acquire capital assets that the business-type activities report, and vice versa?</p>	<p>GASB Cod. Sec. 2200.709-10</p> <p>GASB Cod. Sec. 2200.708-8</p> <p>GASB Cod. Sec. 2200.708-12</p>	GAAFR Chapter 19 - Presentation of net position
					6-002-10	<p>Does the amount reported as restricted net position reflect only amounts that are externally restricted (e.g., debt covenant, grant contract, law) or restricted by charter/ constitution or enabling legislation?</p> <p><i>If a government has both permanently and temporarily restricted net position, the amount reported for "restricted net position" should be divided between "nonexpendable" (i.e., permanently restricted) and "expendable" (i.e., temporarily restricted) amounts .</i></p>	GASB Cod. Sec. 2200.119-.123	GAAFR Chapter 19 - Presentation of net position
					6-002-11	Is unrestricted net position calculated correctly?	GASB Cod. Sec. 2200.124-.125	GAAFR Chapter 19 - Presentation of net position
				*	6-002-11-1	Has the government included the liability related to the unspent portion of a debt issuance in the same component of net position as the asset relating to the unspent proceeds?	<p>GASB Cod. Sec. 2200.118</p> <p>GASB Cod. Sec. 2200.708-10</p>	GAAFR Chapter 19 - Presentation of net position
				*	6-002-11-2	Does the calculation of unrestricted net position include long-term debt used by the government to finance capital acquisition by other governments?	GASB Cod. Sec. 2200.708-12	GAAFR Chapter 19 - Presentation of net position
					6-002-11-3	Does the calculation of unrestricted net position include the net position related to joint ventures?	GASB Cod. Sec. 2200.708-13	GAAFR Chapter 19 - Presentation of net position
					6-002-12	<i>Other topics that may be relevant</i>		
					6-002-12-1	<i>Governments should report certain internally generated intangible capital assets, including certain software development costs.</i>	GASB Cod. Sec. 1400, footnote 3	GAAFR Chapter 22 - Application of internal resources
					6-002-12-2	<i>Both an asset and a liability should be reported for securities lending arrangements collateralized with cash (or collateralized with securities that may be pledged or sold without a default).</i>	GASB Cod. Sec. 160.104	GAAFR Chapter 21 - Securities lending arrangements
					6-002-12-3	<i>Both an asset and a liability should be reported for reverse repurchase agreements, except for those of the yield-maintenance variety.</i>	GASB Cod. Sec. 155.115	GAAFR Chapter 21 - Reverse repurchase agreements
					6-002-12-4	<i>Governments that pledge receivables or future revenues and receive resources in exchange should report related assets and liabilities.</i>	GASB Cod. Sec. S20.108-.109	GAAFR Chapter 28 - Sales and pledges of receivables, Sales and pledges of revenues
					6-002-12-5	<i>Governments involved in financial guarantees may need to report a related asset or liability, depending on their circumstances.</i>	GASB Cod. Sec. F30	GAAFR Chapter 28 - Exchange/exchange-like and nonexchange financial guarantees
					6-002-12-6	<i>Capitalization contributions made to a public-entity risk pool should be treated as either a deposit, a reduction of the liability for claims and judgments, or as a prepaid asset, depending on the circumstances (not as an equity interest in a joint venture).</i>	GASB Cod. Sec. C50.134-.139	GAAFR Chapter 37 - Accounting and financial reporting
				*	6-002-12-7	<i>Government lessees should report a lease liability (if not all prepaid) and an intangible right-to-use asset, referred to as the lease asset.</i>	GASB Cod. Sec. L20.120	GAAFR Chapter 26 - Leases - Lessee accounting
				*	6-002-12-8	<i>Government lessors should report a lease receivable (if not all prepaid by lessees), a deferred inflow of resources and continue to report the underlying asset as one of its capital assets.</i>	GASB Cod. Sec. L20.145, .155	GAAFR Chapter 26 - Leases - Lessor accounting
				*	6-002-12-9	<i>Governmental operators in a PPP arrangement, depending on the type of PPP, will report a liability for installment payments due to the transferor (if not all prepaid) and an intangible right-to-use asset; a capital asset and a liability for the value of the capital asset to be transferred to the transferor or a deferred outflow of resources</i>	GASB Cod. Sec. P90.135-.137	GAAFR Chapter 26 - Public-private and public-public partnerships and availability payment arrangements - Governmental operator accounting

			Special Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
				*	6-002-12-10	Governmental transferors in a PPP arrangement, depending on the type of PPP, will report a receivable for installment payments due from the operator (if not all prepaid) and deferred inflow of resources; a receivable and deferred inflow of resources for the value of the capital asset to be transferred from the operator.	GASB Cod. Sec. P90.112-.114	GAAFR Chapter 26 - Public-private and public-public partnerships and availability payment arrangements - Transferor government accounting
				*	6-002-12-11	Governments in SBITA arrangements should report a subscription liability (if not all prepaid) and an intangible right-to-use subscription asset.	GASB Cod. Sec. S80.114	GAAFR Chapter 26 - Subscription-based information technology arrangements - Government accounting
FINANCIAL SECTION								
GOVERNMENT-WIDE FINANCIAL STATEMENTS								
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES								
				*	6-003-01	Does the format of the statement present expenses before revenues?	GASB Cod. Sec. 2200.126	GAAFR Chapter 19 - Government-wide statement of activities
					6-003-02	Is information on expenses for governmental activities presented at least at the functional level of detail?	GASB Cod. Sec. 2200.127a	GAAFR Chapter 19 - Level of detail presented for expenses
					6-003-03	Is information on expenses for business-type activities presented at least by different identifiable activities?  <i>Explanation:</i> An identifiable activity has a specific revenue stream and related expenses and gains and losses that are accounted for separately. Whether an activity is different depends on the goods or services provided. For example, a water utility and electric utility could not be reported in a single line as utilities because they provide different services.	GASB Cod. Sec. 2200.127b	GAAFR Chapter 19 - Level of detail presented for expenses
					6-003-04	If a portion of depreciation expense for governmental activities is reported as a separate line item, is it labeled "unallocated depreciation expense"?	GASB Cod. Sec. 2200.132	GAAFR Chapter 19 - Depreciation-governmental activities
					6-003-05	Is interest expense reported as a separate line item for governmental activities?  <i>If a government wishes to allocate indirect expenses (e.g., interest expense, general administration) to individual functions or activities, it should use a separate column to do so.</i>	GASB Cod. Sec. 2200.134 GASB Cod. Sec. 2200.130	GAAFR Chapter 19 - Interest expense-governmental activities
				*	6-003-06	Does the format of the statement present program revenues associated with individual functions and activities?  The statement of activities should be presented using a net program cost format that identifies program revenues related to each governmental function and each different identifiable business-type activity.	GASB Cod. Sec. 2200.126 GASB Cod. Sec. 2200.127	GAAFR Chapter 19 - Program revenues
				*	6-003-06-1	Are program revenues presented for both governmental activities and business-type activities?	GASB Cod. Sec. 2200.126-.127	GAAFR Chapter 19 - Activity columns
					6-003-06-2	Do program revenues separately report: (1) charges for services, (2) operating grants and contributions, and (3) capital grants and contributions?  Note: Governments are free to provide additional columns or use more descriptive titles.	GASB Cod. Sec. 2200.136	GAAFR Chapter 19 - Program revenues
					6-003-06-3	Has the government refrained from including taxes that it has levied as program revenues?	GASB Cod. Sec. 2200.140	GAAFR Chapter 19 - Program revenues
				*	6-003-06-4	Has the government combined the expenses of individual functions and activities with related program revenues to calculate the net expense/revenue of each function and activity?	GASB Cod. Sec. 2200.126	GAAFR Chapter 19 - Activity columns
					6-003-07	Has the government reported each major source of tax revenues separately within <i>general revenues</i> ?	GASB Cod. Sec. 2200.140	GAAFR Chapter 19 - Program revenues
					6-003-08	Has the government refrained from reporting special assessments as <i>general revenues</i> (rather than as program revenues)?	GASB Cod. Sec. 2200.137, .717-8, .717-9	GAAFR Chapter 19 - Program revenues
					6-003-09	Has the government reported contributions, special items, extraordinary items, and transfers separately from each other and from <i>general revenues</i> ?	GASB Cod. Sec. 2200.141	GAAFR Chapter 19 - Contributions to principal, Extraordinary and special items,
					6-003-10	Has the government refrained from reporting extraordinary gains and losses in connection with refundings resulting in the defeasance or redemption of	GASB Cod. Sec. D20.109-.113	GAAFR Chapter 23 - Refundings
					6-003-11	Has the government reported the effect of any capital asset impairments as program expense, program revenue (if a gain), a special item, or an extraordinary item, rather than as general revenue?  <i>A government that acquired an external entity during the year should report a special item if the consideration it provided was less than the net position acquired (after any applicable adjustment to noncurrent nonfinancial assets), unless the selling government intended the amount as a contribution.</i>  <i>Gains (or losses) resulting from bankruptcy proceedings should be reported as an extraordinary item.</i>  <i>If the government provides prescription drug coverage to retirees and receives payments directly from the federal government under Medicare Part D, the government should recognize revenue rather than reducing OPEB costs.</i>	GASB Cod. Sec. 1400.163  GASB Cod. Sec. Co10.137  GASB Cod. Sec. Bn5.111  GASB Cod. Sec. P50.602; P52.601	GAAFR Chapter 22 - Impairments of assets other than infrastructure assets reported using the modified approach  GAAFR Chapter 28 - Accounting and financial reporting for acquisitions  GAAFR Chapter 28 - Bankruptcies  GAAFR Chapter 20 - Nuances of projecting defined benefit OPEB
For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements								
					6-003-09a	Has the government reported contributions, unusual items, infrequent items, and transfers separately from each other and from <i>general revenues</i> ?	GASB Statement No. 103, paragraph 10	
					6-003-10a	Has the government refrained from reporting unusual or infrequent items in connection with refundings resulting in the defeasance or redemption of debt?	GASB Cod. Sec. D20.109-.113	GAAFR Chapter 23 - Refundings
					6-003-11a	Has the government reported the effect of any capital asset impairments as program expense, program revenue (if a gain), an unusual item, or an infrequent item, rather than as general revenue?  <i>A government that acquired an external entity during the year should report a special item if the consideration it provided was less than the net position acquired (after any applicable adjustment to noncurrent nonfinancial assets), unless the selling government intended the amount as a contribution.</i>  <i>Gains (or losses) resulting from bankruptcy proceedings should be reported as a unusual or infrequent item.</i>  <i>If the government provides prescription drug coverage to retirees and receives payments directly from the federal government under Medicare Part D, the government should recognize revenue rather than reducing OPEB costs.</i>	GASB Cod. Sec. 1400.163  GASB Cod. Sec. Co10.137  GASB Cod. Sec. Bn5.111  GASB Cod. Sec. P50.602; P52.601	GAAFR Chapter 22 - Impairments of assets other than infrastructure assets reported using the modified approach  GAAFR Chapter 28 - Accounting and financial reporting for acquisitions  GAAFR Chapter 28 - Bankruptcies  GAAFR Chapter 20 - Nuances of projecting defined benefit OPEB

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
FUND FINANCIAL STATEMENTS								
GENERAL CONSIDERATIONS								
				*	7-001-01	Has the government refrained from reporting discretely presented component units in the governmental fund and proprietary fund financial statements?	GASB Cod. Sec. 1300.102-.103; 2600.107	GAAFR Chapter 6 - Discretely presented component units
					7-001-02	Do interfund receivables and interfund payables balance (unless there is a difference in fiscal year between the primary government and its blended component units)?	GASB Cod. Sec. 2600.120	GAAFR Chapter 29 - Basis of presentation-fund financial statements
					7-001-03	Do transfers between funds balance (unless there is a difference in fiscal year between the primary government and its blended component units)?	GASB Cod. Sec. 2600.121	GAAFR Chapter 29 - Basis of presentation-fund financial statements
					7-001-04	Has the government refrained from reporting overdrafts of pooled cash and investments as a negative asset balance (i.e., negative cash)?	GASB Cod. Sec. 1800.801	GAAFR Chapter 21 - Pooled cash and investments
				*	7-001-05	Has the government refrained from blending component units that do not meet at least one of the following sets of criteria? 1) The component unit's governing body is substantively the same as the governing body of the primary government and there is either one or both of the following: there is either a financial benefit or burden relationship between the primary government and the component unit or management of the primary government has operational responsibility for the component unit; 2) The component unit provides services entirely, or almost entirely, to the primary government or otherwise exclusively, or almost exclusively, benefits the primary government even though it does not provide services directly to it; 3) The component unit's total debt outstanding, including leases, is expected to be repaid entirely or almost entirely with the resources of the primary government; or 4) The component unit is a not-for-profit and the primary government is the sole corporate member.	GASB Cod. Sec. 2600.112-.113	GAAFR Chapter 6 - Blended component units
				*	7-001-06	Has the government refrained from blending legally separate tax-exempt organizations that are classified as component units only because of the nature and significance of their relationship with the primary government?	GASB Cod. Sec. 2600.706-1	GAAFR Chapter 6 - Identifying component units, Misleading to exclude
FINANCIAL SECTION								
GOVERNMENTAL FUND FINANCIAL STATEMENTS								
GENERAL CONSIDERATIONS								
				*	8-001-01	Has the government included only governmental fund types (i.e., general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds)?	GASB Cod. Sec. 1300.103	GAAFR Chapter 4 - Governmental funds
				*	8-001-02	Are special revenue funds used only to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes, other than debt service or capital projects? (The fund may receive additional resources from other revenue sources as well, provided the core specific revenue sources remain predominant.)  Note: The general fund of a blended component unit would also be special revenue fund when it is combined with the primary government.	GASB Cod. Sec. 1300.105	GAAFR Chapter 4 - Governmental funds  GAAFR Chapter 6 - Blended component units
					8-001-03	If a stabilization arrangement is reported as a separate special revenue fund, do the resources originate from a specific restricted or committed revenue source?	GASB Cod. Sec. 1300.105	GAAFR Chapter 4 - Special revenue funds
					8-001-04	Has the government refrained from using a special revenue fund to account for resources held as a fiduciary activity?	GASB Cod. Sec. 1300.105	GAAFR Chapter 4 - Special revenue funds
					8-001-05	Are capital projects funds used only to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets except for capital-related outflows financed by proprietary funds or for assets that will be held as a fiduciary activity?	GASB Cod. Sec. 1300.106	GAAFR Chapter 4 - Capital projects funds
					8-001-06	Are debt service funds used only to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest?	GASB Cod. Sec. 1300.107	GAAFR Chapter 4 - Debt service funds
					8-001-07	Are permanent funds used only to report resources available to support the government's programs that are restricted so that only earnings (and not principal) may be spent?  <u>Explanation:</u> Making a loan from a revolving loan fund is not considered "spending" for this purpose.	GASB Cod. Sec. 1300.108	GAAFR Chapter 4 - Permanent funds
				*	8-001-08	Is the general fund and each of the other major governmental funds reported in a separate column?  A governmental fund that reports more than ten percent of the total governmental funds assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures and more than five percent of the combined total of governmental funds and enterprise funds for the same element (i.e., assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures/expenses) must be reported as a major fund.  The criteria for determining whether a fund is major should be applied to the individual funds reported in the financial statements (i.e., the columns reported in the fund financial statements for governmental funds and enterprise funds and the combining financial statements for nonmajor governmental funds and enterprise funds). If a fund meets the criteria, then it must be reported as a major fund even if it is composed of several sub-funds for internal accounting purposes and those individual component units do not meet the major fund criteria. An alternative to reporting a fund consisting of various sub-funds as a major fund is to report each fund separately for external financial reporting purposes (as a major or nonmajor fund, as appropriate) or to combine the sub-funds in a manner that doesn't result in a fund that meets the criteria for reporting as a major fund.  For external financial reporting purposes, a major fund consists of ONLY one fund. Only the nonmajor fund column can include more than one fund.	GASB Cod. Sec. 2200.158-.159	GAAFR Chapter 13 - Focus on major funds
				*	8-001-09	Are all nonmajor governmental funds reported in a single column, regardless of fund type?	GASB Cod. Sec. 2200.158	GAAFR Chapter 13 - Presentation of major and nonmajor funds
				*	8-001-10	Is a total column presented for each statement?	GASB Cod. Sec. 2200.162, .165	GAAFR Chapter 13 - Total and eliminations columns
				*	8-001-11	Is a summary reconciliation provided that ties each total column to the amount reported for governmental activities in the government-wide financial statements?	GASB Cod. Sec. 2200.160, .164	GAAFR Chapter 13 - Reconciliation to governmental activities
					8-001-11-1	If aggregation in the summary reconciliation obscures the nature of the individual elements of a particular reconciling item, has the government provided more detail in the notes to the financial statements?	GASB Cod. Sec. 2200.160, .730-4	GAAFR Chapter 13 - Reconciliation to governmental activities

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
GOVERNMENTAL FUND FINANCIAL STATEMENTS								
BALANCE SHEET – GOVERNMENTAL FUNDS								
				*	8-002-01	Has the government refrained from reporting nonfinancial assets (e.g., capital assets used in operations rather than held for resale and pension-related or OPEB-related assets)?	GASB Cod. Sec. 2200.162	GAAFR Chapter 12 - Governmental fund assets
					8-002-02	Has the government refrained from reporting as liabilities in governmental funds the following long-term obligations: unmatured long-term debt (unless the government uses the early recognition option for debt service funds); leases, PPPs, SBITAs, compensated absences; claims and judgments; pension and other postemployment benefit liabilities; termination benefits; landfill closure and postclosure care obligations; asset retirement obligations, pollution remediation obligations; and other long-term commitments not required to be reported in governmental funds?	GASB Cod. Sec. 1500.103	GAAFR Chapter 12 - Governmental fund liabilities
					8-002-03	Has the government refrained from reporting a liability, deferred outflows of resources, or deferred inflows of resources in connection with changes in the fair value of investments reported at fair value (which should be recognized as revenue)?	GASB Cod. Sec. 150.131	GAAFR Chapter 12 - Investments
					8-002-04	Has the government reported total assets, total deferred outflows of resources, total liabilities, total deferred inflows of resources?  Governments may include subtotals for assets plus deferred outflows of resources, and liabilities plus deferred inflows of resources.	GASB Cod. Sec. 2200.162	GAAFR Chapter 13 - Balance sheet
				*	8-002-05	Is the difference between [assets + deferred outflows of resources] and [liabilities + deferred inflows of resources] labeled fund balance?	GASB Cod. Sec. 2200.162-.163	GAAFR Chapter 13 - Balance sheet-Fund balance
				*	8-002-06	Are the separate components of fund balance limited to the following: nonspendable, restricted, committed, assigned, unassigned?	GASB Cod. Sec. 2200.163	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-07	If reported, does the nonspendable component of fund balance include only amounts that cannot be spent because they are either: (1) not in spendable form, at least currently (with no limitation on spending should they later become spendable); or (2) legally or contractually required to be maintained intact?  Explanation: If there is a limitation on how temporarily nonspendable resources can be spent once they become spendable they should be classified in some other category, based on the nature of that limitation.	GASB Cod. Sec. 1800.166-.167	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-08	If reported, does the restricted component of fund balance include only amounts where the constraints placed on the use of the resources are either: (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (2) imposed by law through constitutional provisions or enabling legislation (i.e., a requirement that monies raised for a particular purpose will be spent for that purpose)?	GASB Cod. Sec. 1800.169	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-09	If reported, does the committed component of fund balance include only spendable and nonspendable amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority using its most binding form of constraint?	GASB Cod. Sec. 1800.171-.173, .744-3	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-10	If reported, does the <b>assigned</b> component of fund balance include only spendable and nonspendable amounts that are constrained by the government's <i>intent</i> to be used for specific purposes, but are neither restricted nor committed?	GASB Cod. Sec. 1800.174-.177	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-10-1	Has the government refrained from including stabilization arrangements in assigned fund balance category?  Note: Stabilization agreements are reported as restricted, committed or unassigned fund balance depending on the source of the constraint.	GASB Cod. Sec. 1800.181-.182	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-10-2	Has the government included <i>appropriated fund balance</i> (i.e., a portion of existing fund balance designated to balance the budget) in this category?	GASB Cod. Sec. 1800.177	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-10-3	Has the government refrained from simultaneously reporting a positive amount of assigned fund balance and a negative amount of <i>unassigned fund balance</i> ?	GASB Cod. Sec. 1800.176-.177	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-11	Has the government refrained from reporting a positive amount of <i>unassigned fund balance</i> in any individual special revenue, debt service, capital projects, or permanent fund?	GASB Cod. Sec. 1800.178	GAAFR Chapter 13 - Balance sheet-Fund balance
					8-002-12	Has the government refrained from reporting stabilization arrangements in the general fund as <i>restricted fund balance</i> or <i>committed fund balance</i> unless: (1) they meet the regular criteria for inclusion in one of those two components of fund balance; and (2) the circumstances that would allow for the use of the resources are both specific and nonroutine?	GASB Cod. Sec. 1800.181-.182	GAAFR Chapter 13 - Balance sheet-Fund balance
FINANCIAL SECTION								
GOVERNMENTAL FUND FINANCIAL STATEMENTS								
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS								
					8-003-01	Does the format of the statement present items in the following order: revenues, expenditures, excess (deficiency) of revenues over (under) expenditures, other financing sources and uses, special items, extraordinary items, and net change in fund balance?  <b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>	GASB Cod. Sec. 2200.165	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-01a	Does the format of the statement present items in the following order: revenues, expenditures, excess (deficiency) of revenues over (under) expenditures, other financing sources and uses, unusual or infrequent items, and net change in fund balance?	GASB Statement No. 103, paragraph 10	
					8-003-02	Are revenues classified by major source?	GASB Cod. Sec. 2200.166	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-02-1	Are revenue classifications sufficiently detailed to be meaningful?	Certificate Program requirement	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-02-2	Has the government refrained from reporting realized gains and losses on investments separately from unrealized gains and losses?	GASB Cod. Sec. 1600.109	GAAFR Chapter 30 - Assets-Information on realized gains and losses (optional)
					8-003-03	Does the government recognize revenue only when it is considered to be measurable and available?	GASB Cod. Sec. 1600.106	GAAFR Chapter 9 - General application
					8-003-03-1	Is the government's availability policy consistent with GAAP (60 day maximum for property tax; changes in fair value of investments recognized immediately)?	GASB Cod. Sec. 1600.106; P70.104	GAAFR Chapter 9 - General application
					8-003-04	Are expenditures classified by character (i.e., current, intergovernmental, capital outlay, and debt service)?	GASB Cod. Sec. 1800.137	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-04-1	Are current expenditures further categorized at least by function?	GASB Cod. Sec. 1800.134	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-05	Has the government refrained from reporting negative investment income as an expenditure (instead of as a revenue)?	GASB Cod. Sec. 150.131, .721-10	GAAFR Chapter 13 - Statement of revenues, expenditures, and changes in fund balances
					8-003-06	Has the government refrained from reporting expenses rather than expenditures (e.g., depreciation expense)?	GASB Cod. Sec. 1600.116	GAAFR Chapter 10 - Background



			Special					
Yes	No	N/A	Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
					8-003-07	Has the government only reported the following in the other financing sources and uses section: the issuance of long-term debt (including leases, subscription-based IT arrangements, and public-private and public-public partnership arrangements) and related premiums and discounts; payments made from refunding bond proceeds to escrow agents in current or advance refunding transactions; material sales of capital assets; proceeds from insurance settlements, proceeds from pledged receivables; and transfers?  Note: Demand bonds that were classified as general long-term liabilities and become a governmental fund liability, and the repayment of demand bonds reported as governmental fund liabilities, also require the use of other financing sources and uses.	GASB Cod. Sec. 2200.167; 1800.130; 1400.167; D30.109; L20.136  GASB Cod. Sec. P90.154  GASB Cod. Sec. S80.158	GAAFR Chapter 11 - Nature and purpose
					8-003-08	If the government has initiated a lease, subscription-based IT arrangement (SBITA), or a public-private and public-public partnership arrangement (PPP) during the year, does it report an other financing source equal to the present value of the expected payments over the lease/SBITA/PPP term?	GASB Cod. Sec. L20.136 GASB Cod. Sec. P90.154 GASB Cod. Sec. S80.158	GAAFR Chapter 26 - Lessee Accounting, Governmental Operator Accounting, Subscription-based Information Technology Accounting
				*	8-003-09	If the government has issued long-term debt during the year that will be repaid with general government resources, does the government report an other financing source equal to the face value of the debt (even if the proceeds are delivered directly to a third party or to an enterprise fund)?	GASB Cod. Sec. 1800.124; 2200.167	GAAFR Chapter 11 - Other financing sources
					8-003-09-1	Has the government reported a separate other financing source for premiums related to its debt issuances?	GASB Cod. Sec. 1800.124; 2200.167, .737-1	GAAFR Chapter 11 - Other financing sources
					8-003-09-2	Has the government reported an other financing use for discounts related to its debt issuances (excluding discounts for underwriter’s fees)?	GASB Cod. Sec. 1800.124; 2200.167, .737-1	GAAFR Chapter 11 - Other financing uses
					8-003-10	Has the government refrained from reporting the issuance of no-commitment special assessment debt as an other financing source?	GASB Cod. Sec. 1800.124; S40.119	GAAFR Chapter 11 - Other financing sources
				*	8-003-11	Has the government refrained from reporting an other financing source in connection with the issuance of tax anticipation notes, revenue anticipation notes, grant anticipation notes, bond anticipation notes, demand bonds, and short-term debt that do not qualify as long-term liabilities?	GASB Cod. Sec. 1800.127; B50.102; D30.107-.108	GAAFR Chapter 12 - Anticipation notes
				*	8-003-12	Has the government refrained from reporting an other financing source in connection with long-term borrowings within the primary government (which should be treated instead as fund liabilities)?	GASB Cod. Sec. 1800.102a	GAAFR Chapter 11 - Other financing sources
				*	8-003-13	If the government has used a refunding transaction to defease or redeem debt, has it reported the proceeds of the refunding debt as an other financing source – issuance of refunding bonds?	GASB Cod. Sec. 1800.125	GAAFR Chapter 23 - Refundings-Governmental funds
				*	8-003-13-1	If the government has used an advance refunding transaction to defease debt, has it reported application of the refunding bond proceeds as an <i>other financing use – payment to refunded bonds escrow agent</i> ?	GASB Cod. Sec. 1800.125	GAAFR Chapter 23 - Refundings-Governmental funds
					8-003-13-2	Has any amount paid from resources other than refunding bond proceeds been reported separately as an expenditure, rather than as an other financing use?	GASB Cod. Sec. 1800.125	GAAFR Chapter 23 - Refundings-Governmental funds
					8-003-14	If the government has used existing resources (cash and other monetary assets) for an in-substance defeasance of debt, has the government reported the application of the resources placed with the escrow agent as a debt service expenditure, rather than as an other financing use?	GASB Cod. Sec. D20.121-123	GAAFR Chapter 23 - Refundings-Governmental funds

#### FINANCIAL SECTION

#### GOVERNMENTAL FUND FINANCIAL STATEMENTS

#### STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL

#### FUND AND MAJOR SPECIAL REVENUE FUNDS

**Note: for governments that have implemented GASB Statement No. 103, the budget to actual comparisons for the general fund and major special revenue funds is to be reported as RSI, following the notes to the financial statements.**

GASB Statement No. 103, paragraph 16

				*	8-004-01	If the government has not presented required budgetary comparisons for the general fund and major special revenue funds with legally adopted annual or biennial budgets as RSI, are these comparisons presented as basic governmental fund financial statements?	GASB Cod. Sec. 2200, footnote 51	GAAFR Chapter 13 - Budgetary comparison statement
					8-004-02	Is the budgetary comparison titled a <i>statement</i> rather than a <i>schedule</i> ?	GASB Cod. Sec. 2200, footnote 51	GAAFR Chapter 13 - Budgetary comparison statement
				*	8-004-03	Are separate budgetary comparisons included for the general fund and each annually or biennial budgeted major special revenue fund?	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
				*	8-004-04	Has the government refrained from presenting budgetary comparisons for debt service funds, capital projects funds, permanent funds, and nonmajor special revenue funds (these budgetary comparisons must be presented elsewhere in the ACFR)?	GASB Cod. Sec. 2200.763-7-.763-8	GAAFR Chapter 13 - Budgetary comparison statement
				*	8-004-05	Does the budgetary comparison present the original budget?	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
				*	8-004-06	Does the budgetary comparison statement present the final amended budget?	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
					8-004-07	If there have been no amendments to the budget during the year, has the government presented only one budget column labeled "original and final budget?"	Certificate Program requirement	
				*	8-004-08	Does the budgetary statement present actual data using the budgetary basis?  For example, if notes indicate that encumbrances are treated as expenditures for budgetary purposes (unlike GAAP), then the amounts reported for actual expenditures in the budgetary comparison should not be the same as those reported in the governmental fund statement of revenues, expenditures, and changes in fund balances.	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
					8-004-09	If the government has presented one or more variance columns, has it refrained from employing the terms <i>favorable</i> or <i>unfavorable</i> to describe them? Rather, the government should use neutral terms to describe the variances, such as <i>increase</i> or <i>decrease</i> .	Certificate Program requirement	GAAFR Chapter 13 - Budgetary comparison statement

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
PROPRIETARY FUND FINANCIAL STATEMENTS								
GENERAL CONSIDERATIONS								
			BTA	*	9-001-01	Has the government included only proprietary fund types (i.e., enterprise funds and internal service funds)?	GASB Cod. Sec. 1300.103	GAAFR Chapter 4 - Proprietary funds
			BTA	*	9-001-02	Is each major enterprise fund reported in a separate column?  An enterprise fund that reports (1) more than ten percent of the total enterprise funds assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenses and (2) more than five percent of the combined total of governmental funds and enterprise funds for the same element (i.e., assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures/expenses) must be reported as a major fund.  The criteria for determining whether a fund is major should be applied to the individual funds reported in the financial statements (i.e., the columns reported in the fund financial statements for governmental funds and enterprise funds and the combining financial statements for nonmajor governmental funds and enterprise funds). If a fund meets the criteria, then it must be reported as a major fund even if it is composed of several sub-funds for internal accounting purposes and those individual component units do not meet the major fund criteria. An alternative to reporting a fund consisting of various sub-funds as a major fund is to report each fund separately for external financial reporting purposes (as a major or nonmajor fund, as appropriate) or to combine the sub-funds in a manner that doesn't result in a fund that meets the criteria for reporting as a major fund.  For external financial reporting purposes, a major fund consists of ONLY one fund. Only the nonmajor fund column can include more than one fund.	GASB Cod. Sec. 2200.158-.159, .171	GAAFR Chapter 15 - Presentation of major and nonmajor enterprise funds
			BTA	*	9-001-03	Are all nonmajor enterprise funds reported in a single column?	GASB Cod. Sec. 2200.171	GAAFR Chapter 15 - Presentation of major and nonmajor enterprise funds
			BTA	*	9-001-04	Is a combined total column presented for all enterprise funds?	GASB Cod. Sec. 2200.171	GAAFR Chapter 15 - Presentation of major and nonmajor enterprise funds
			BTA	*	9-001-05	If necessary, is a summary reconciliation provided that ties this total column and the related amount reported for <i>business-type activities</i> in the government-wide financial statements?	GASB Cod. Sec. 2200.195	GAAFR Chapter 15 - Reconciliation to business-type activities
			BTA		9-001-05-1	Does the reconciliation provided for the statement of revenues, expenses, and changes in net position focus on changes in net position?	GASB Cod. Sec. 2200.195	GAAFR Chapter 15 - Reconciliation to business-type activities
			BTA		9-001-05-2	If aggregation in the summary reconciliation obscures the nature of the individual elements of a particular reconciling item, has the government provided more detail in the notes to the financial statements?	GASB Cod. Sec. 2200.195, .730-4	GAAFR Chapter 15 - Reconciliation to business-type activities
			BTA	*	9-001-06	Is a single column reported for the internal service fund type?	GASB Cod. Sec. 2200.171	GAAFR Chapter 15 - Major fund reporting
			BTA		9-001-07	Does the government use an enterprise fund to account for an activity if: (1) the activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; (2) laws or regulations require that all costs of providing services, including capital costs, be recovered from fees and charges; or (3) fees and charges are designed to recover the costs of the activity, including capital costs?  Note: A enterprise fund that holds assets that meet the criteria to be reported in a custodial fund, but which are normally expected to be held for three months or less, is permitted to report the assets in the enterprise fund's statement of net position with a corresponding liability.	GASB Cod. Sec. 1300.109  GASB Cod. Sec. 2200.173	GAAFR Chapter 4 - Proprietary funds  GAAFR Chapter 4 - Custodial funds
			BTA		9-001-08	Has the government refrained from using an internal service fund to report activities in which the government itself is not the predominant participant?	GASB Cod. Sec. 1300.110	GAAFR Chapter 4 - Proprietary funds
FINANCIAL SECTION								
PROPRIETARY FUND FINANCIAL STATEMENTS								
STATEMENT OF FUND NET POSITION – PROPRIETARY FUNDS								
			BTA	*	9-002-01	Does the statement of net position include capital assets (including infrastructure assets and intangible assets) and all other long-term liabilities (e.g., compensated absences, claims and judgments, net pension/OPEB liabilities (enterprise fund's proportionate share), pollution remediation liabilities, nonexchange financial guarantees as the entity extending the guarantee) incurred in connection with the enterprise fund's activities?	GASB Cod. Sec. 2200.110e	GAAFR Chapter 7 - Statement of financial position
			BTA	*	9-002-02	Is the statement of net position presented in a classified format, where assets and liabilities are classified as <i>current</i> and noncurrent?	GASB Cod. Sec. 2200.172	GAAFR Chapter 15 - Classified presentation
			BTA		9-002-03	Are assets restricted for the repayment of liabilities classified in the same category (i.e., current or noncurrent) as the liabilities they are restricted to repay?	GASB Cod. Sec. 2200.176-.177, and footnote 32	GAAFR Chapter 15 - Classified presentation
			BTA		9-002-04	Are subtotals for current assets, noncurrent assets, deferred outflows, current liabilities, noncurrent liabilities, and deferred inflows included?	Certificate Program requirement	GAAFR Chapter 19 - Government-wide statement of net position
			BTA		9-002-05	Do proprietary funds report all debt that they are expected to repay from their own resources, even if the debt is general obligation in character?	GASB Cod. Sec. 1500.102	GAAFR Chapter 23 - Proprietary fund debt
			BTA		9-002-06	Are bond anticipation notes reported as current liabilities unless they meet the criteria for refinancing on a long-term basis?	GASB Cod. Sec. 2200.185	GAAFR Chapter 12 - Anticipation notes
			BTA		9-002-07	Are demand bonds reported as current liabilities unless a financing agreement exists that assures any "put" bonds can be refinanced on a long-term basis?	GASB Cod. Sec. D30.108	GAAFR Chapter 23 - Demand bonds
			BTA	*	9-002-08	Is the difference between [assets + deferred outflows of resources] and [liabilities + deferred inflows of resources] reported as <i>net position</i> ?	GASB Cod. Sec. 2200.174	GAAFR Chapter 15 - Balance sheet v. net position format
			BTA	*	9-002-08-1	Is total net position subdivided into the following categories, as appropriate: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position?	GASB Cod. Sec. 2200.174	GAAFR Chapter 15 - Net position focus v. capital maintenance focus

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
			BTA	*	9-002-09	Is the amount reported as net investment in capital assets calculated correctly?  Explanation: The government should calculate its net investment in capital assets using the following general formula: Capital assets (both tangible and intangible) reported in the column for that activity Less: Accumulated depreciation/amortization Less: Outstanding principal of capital-related borrowings (i.e. bonds, special assessment debt with government commitment, lease liabilities, subscription-based IT arrangement liabilities, public-private and public-public partnership arrangement liabilities) related to the government's own capital assets (limited to proceeds expended for capital purposes and <b>excluding unspent proceeds</b> ) ("outstanding capital debt") Less: Debt used to refund capital-related borrowings ( <b>excluding new debt issued in a crossover refunding</b> which does not take on the character of the existing debt that it will refund until the crossover date is reached. Accordingly, the new debt does not qualify as capital-related until the crossover date (i.e., the point at which the refunding occurs) Less: Any other (non-debt) capital related liabilities as of fiscal year end, including accounts payable and retainage payable Plus: Original issue discounts on outstanding capital debt Less: Original issue premiums on outstanding capital debt Plus: Capital-related deferred outflows of resources (such as a loss on refunding of outstanding capital debt) Less: Capital-related deferred inflows of resources (such as a gain on refunding of outstanding capital debt)  Equals: Net investment in capital assets  Any fund reporting capital assets should report some portion of net position as net investment in capital assets, even if that amount is negative. The amount reported for the net investment in capital assets should not be greater than the amount of capital assets reported in the same fund. The debt used in the calculation of the net investment in capital assets should not be greater than the total debt reported in the fund that reports the amount. If the cash flow for principal and interest payments is reported as a cash flow for capital and related financing activities, then the amount of the debt proceeds that have been spent on capital assets should be included in the calculation of the net investment in capital assets.	GASB Cod. Sec. 2200.118	GAAFR Chapter 19 - Presentation of net position
			BTA	*	9-002-09-1	Has the government refrained from reporting the liability and any deferred outflows and inflows of resources related to the unspent portion of a debt issuance in the net investment of capital assets component of net position?  Explanation: The liability and any deferred outflows and inflows of resources related to the unspent portion of a debt issuance should be included in the same component of net position as the asset relating to the unspent proceeds (restricted or unrestricted net position). Reporting both within the same classification of net position prevents one classification from being overstated while another is understated by a similar amount.	GASB Cod. Sec. 2200.118, .708-10	GAAFR Chapter 19 - Presentation of net position
			BTA	*	9-002-09-2	Note: Governments should also <b>exclude</b> the following from the calculation of net investment in capital assets: (1) Financial assets, including interfund loans and restricted cash. (2) Noncapital accrued liabilities (e.g., compensated absences, claims and judgments, landfill closure and postclosure costs). (3) Debt that was used to provide capital assets to another government (or a discretely presented component unit). (4) Debt to be repaid by one fund when the proceeds were used to acquire capital assets that another fund reports, and vice versa?	GASB Cod. Sec. 2200.709-10 GASB Cod. Sec. 2200.708-8 GASB Cod. Sec. 2200.708-12	GAAFR Chapter 19 - Presentation of net position
			BTA		9-002-10	Does the amount reported as <i>restricted net position</i> reflect only amounts that are externally restricted (e.g., debt covenant, grant contract, law) or restricted by charter/ constitution or enabling legislation?  If a government has both permanently and temporarily restricted net position, the amount reported for restricted net position "should be divided between "nonexpendable" (i.e., permanently restricted) and "expendable" (i.e., temporarily restricted) amounts .	GASB Cod. Sec. 2200.119-.123	GAAFR Chapter 19 - Presentation of net position
			BTA		9-002-11	Is unrestricted net position calculated correctly?		GAAFR Chapter 19 - Presentation of net position
			BTA	*	9-002-11-1	Has the government included the liability related to the unspent portion of a debt issuance in the same component of net position as the asset relating to the unspent proceeds?	GASB Cod. Sec. 2200.118 GASB Cod. Sec. 2200.708-10	GAAFR Chapter 19 - Presentation of net position
			BTA		9-002-11-2	Does the calculation of <i>unrestricted net position</i> include long-term debt used by the government to finance capital acquisition by other governments?	GASB Cod. Sec. 2200.124-.125, .708-12	GAAFR Chapter 19 - Presentation of net position
			BTA		9-002-11-3	Does the calculation of unrestricted net position include the net position related to joint ventures?	GASB Cod. Sec. 2200.708-13	GAAFR Chapter 19 - Presentation of net position
			BTA	*	9-002-12	Has the government reported changes in the fair value of investments as part of <i>investment income</i> rather than a statement of net position item?	GASB Cod. Sec. 150.131	GAAFR Chapter 21 - Investment-related income

# FINANCIAL SECTION

## PROPRIETARY FUND FINANCIAL STATEMENTS

### STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION – PROPRIETARY FUNDS

			BTA		9-003-01	Does the statement distinguish between operating and nonoperating revenues and expenses?	GASB Cod. Sec. 2200.191	GAAFR Chapter 15 - Operating v. nonoperating
			BTA		9-003-02	Has the government refrained from including taxes and grants within the operating category?	GASB Cod. Sec. 2200.193	GAAFR Chapter 15 - Operating v.
			BTA		9-003-03	Is <i>operating income/loss</i> reported as a separate line item?	GASB Cod. Sec. 2200.191	GAAFR Chapter 15 - Format
			BTA		9-003-04	Are revenue and expense classifications sufficiently detailed to be meaningful?	Certificate Program requirement	GAAFR Chapter 15 - Format
			BTA		9-003-05	Has the government reported each of the following items separately: <i>capital contributions, additions to endowments, special items, extraordinary items, and transfers</i> ?	GASB Cod. Sec. 2200.191	GAAFR Chapter 15 - Format
						<b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>		
			BTA		9-003-01a	Does the statement distinguish between operating revenues and expenses, noncapital subsidies, and other nonoperating revenues and expenses?	GASB Statement No. 103, paragraph 12	
			BTA		9-003-02a	Has the government reported only items allowed by GAAP to be reported as nonoperating revenues and expenses? • Contributions to permanent and term endowments, • Financing related revenues and expenses (for example, interest expense, lease revenue), • Proceeds from the disposal of capital assets and items reported as inventory, • Investment income and expenses, and • Subsidies received and provided	GASB Statement No. 103, paragraph 13	
			BTA		9-003-03a	Are operating income (loss), operating income (loss) and noncapital subsidies, income (loss) before unusual or infrequent items, reported as a separate line items, as applicable?	GASB Statement No. 103, paragraph 12	

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
			BTA		9-003-04a	Are revenue and expense classifications sufficiently detailed to be meaningful?	Certificate Program requirement	GAAFR Chapter 15 - Format
			BTA		9-003-05a	If applicable, are unusual and infrequent items reported separately, before the change in net position?	GASB Statement No. 103, paragraph 12	

#### FINANCIAL SECTION

#### PROPRIETARY FUND FINANCIAL STATEMENTS

#### STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS

			BTA	*	9-005-01	Does the statement categorize cash flows as follows: <i>cash flows from operating activities; cash flows from noncapital financing activities; cash flows from capital and related financing activities; and cash flows from investing activities</i> ?  For detailed information on cash flows and the specific categories, see the Codification section 2450. • Cash Flow from Operating Activities (.113-.117) • Cash Flow from Noncapital Financing Activities (.118-.120) • Cash Flow from Capital and Related Financing Activities (.121-.123) • Cash Flow from Investing Activities (.124-.126)  Note: An enterprise fund that holds assets that meet the criteria to be reported in a custodial fund, but which are normally expected to be held for three months or less, is permitted to report the assets in the enterprise fund's statement of net position with a corresponding liability. The cash inflows and outflows for the activity, if significant, should be reported as separate categories as part of operating activities in the statement of cash flows.	GASB Cod. Sec. 2450.112          GASB Cod. Sec. 2200.173; 2450.117	GAAFR Chapter 15 - Statement of cash flows-Format          GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-02	Are cash flows from operating activities reported by major classes of receipts and disbursements (at a minimum, reported separately for receipts from customers, receipts connected with interfund services provided, payments to suppliers of goods or services, payments to employees for services, and payments connected with interfund services used)?	GASB Cod. Sec. 2450.129	GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-03	Has the government refrained from including receipts and payments of interest as cash flows from operating activities (except in the case of program loans)?	GASB Cod. Sec. 2450.125c	GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-04	Has the government refrained from reporting capital disbursements as <i>cash flows from investing activities</i> ?	GASB S9: 57a (non-authoritative, basis for conclusions)	GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-05	Are cash receipts and cash payments reported gross rather than net except for: (1) certain items whose turnover is quick, whose amounts are large, and with an original maturity of three months or less (e.g., certain investments, loans receivable, and debt); and (2) governmental enterprises whose assets for the most part are highly liquid investments and that have little or no debt outstanding during the year?	GASB Cod. Sec. 2450.109-.111	GAAFR Chapter 15 - Statement of cash flows-Gross v. net reporting
			BTA		9-005-06	Can the amount reported as cash and cash equivalents at the end of the year be easily traced to a similarly titled account or accounts on the statement of fund net position/ balance sheet?	GASB Cod. Sec. 2450.105	GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-07	Is the statement accompanied by a schedule that reconciles <i>operating income</i> and <i>cash flows from operating activities</i> (presented either on the face of the statement itself or on the following page)?	GASB Cod. Sec. 2450.104	GAAFR Chapter 15 - Statement of cash flows-Format
			BTA		9-005-08	Is the statement accompanied by information (in narrative or tabular form) concerning investing, capital, or financing activities of the year that affected recognized assets or liabilities but did not result in cash flows (e.g., acquisition of a capital asset by means of a lease)?	GASB Cod. Sec. 2450.133	GAAFR Chapter 15 - Statement of cash flows-Format

#### FINANCIAL SECTION

#### FIDUCIARY FUND FINANCIAL STATEMENTS

#### GENERAL CONSIDERATIONS

				*	10-001-01	Has the government included only fiduciary fund types of the primary government and fiduciary component units - pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and custodial funds?  Note: The government should not report expendable or nonexpendable trust funds as a fiduciary fund type.	GASB Cod. Sec. 2200.197; 1300.102c	GAAFR Chapter 16 - Types of fiduciary funds
				*	10-001-02	Has the government refrained from reporting more than one column for any fund type ?  A combining statement should be presented in the supplemental information section of the ACFR to support a column if more than one fund is included.  Note: Custodial funds can have two columns. External investment pools and individual investment accounts reported as custodial funds should be reported as a single separate external investment pool fund column under the custodial funds classification.	GASB Cod. Sec. 2200.197  GASB Cod. Sec. 2200.105b  GASB Cod. Sec. 1300.115	GAAFR Chapter 17 - Fund-type columns
				*	10-001-03	Has the government refrained from reporting activities that do not meet the criteria of a fiduciary activity?	GASB Cod. Sec. 1300.112-.115	GAAFR Chapter 16 - The proper use of fiduciary funds
				*	10-001-04	If the government holds resources in a GASB postemployment benefit trust (i.e. defined benefit pension/OPEB plans, defined contribution pension/OPEB plans, or other employee benefit plans) does the government use a pension (and other employee benefit) trust fund for that purpose?  Note: If the government sponsors an investment pool for outside parties participate or maintains individual investment accounts for outside parties, the government should report this activity in an investment trust fund (if held in a GASB other fiduciary trust) or in a custodial fund.	GASB Cod. Sec. 1300.112 - .113	GAAFR Chapter 16 - Types of fiduciary funds
				*	10-001-05	If the government reports an investment trust fund (investment pools and individual investment accounts), has the government refrained from including any of its own resources in that fund?	GASB Cod. Sec. 150.132, .136	GAAFR Chapter 16 - Types of fiduciary funds
					10-001-06	Has the government refrained from reporting a total column for all fund types in the fiduciary fund statements?	Certificate Program requirement	GAAFR Chapter 17 - Absence of a total

#### FINANCIAL SECTION

#### FIDUCIARY FUND FINANCIAL STATEMENTS

#### STATEMENT OF FIDUCIARY NET POSITION

					10-002-01	Are assets reported by major category?	GASB Cod. Sec. Pe5.113; Po50.115	GAAFR Chapter 17 - Level of detail for presenting assets of pension and OPEB plans
					10-002-01-1	For pension (and other employee benefit) trust funds, are the principal subdivisions of receivables and investments reported?	GASB Cod. Sec. Pe5.113; Po50.115	GAAFR Chapter 17 - Level of detail for presenting assets of pension and OPEB plans
					10-002-02	Is the difference between [assets + deferred outflows of resources] and [liabilities + deferred inflows of resources] reported as <i>net position</i> ?	GASB Cod. Sec. 2200.198	GAAFR Chapter 17 - Statement of fiduciary net position-Net position format
					10-002-02-1	If a pension and OPEB plan is reported, is an appropriate amount identified as net position restricted for pensions and a separate line with an amount restricted for OPEB?	GASB Cod. Sec. Pe5.119; Po50.121	GAAFR Chapter 17 - Presentation of net position
					10-002-02-2	If the government uses an investment trust fund to account for an external investment pool that the government sponsors, is an appropriate amount identified as net position restricted for <i>pool participants</i> ?	GASB Cod. Sec. 150.136	GAAFR Chapter 17 - Presentation of net position
					10-002-03	Has the government refrained from reporting the entire amount of a total or net pension/OPEB liability in a pension (and other employee benefit) trust fund?	GASB Cod. Sec. Pe5.118; Po50.120	GAAFR Chapter 16 - Liabilities

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
FIDUCIARY FUND FINANCIAL STATEMENTS								
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION								
					10-003-01	Is the statement segregated into two sections: <i>additions</i> and <i>deductions</i> ?	GASB Cod. Sec. 2200.199	GAAFR Chapter 17 - Statement of changes in fiduciary net position
					10-003-02	For <i>pension (and other employee benefit) trust funds</i> , are additions classified into the following four categories, as appropriate: <i>employer contributions</i> , <i>plan member contributions</i> , <i>contributions from nonemployer contributing entities</i> , and <i>net investment income</i> ?	GASB Cod. Sec. Pe5.120; Po50.122	GAAFR Chapter 36 - Statement of changes in fiduciary net position
					10-003-03	Is investment-related expense reported as a separate line item that reduces investment income (instead of as a deduction)?	GASB Cod. Sec. 2200.199; Pe5.122; Po50.124	GAAFR Chapter 17 - Reporting investment activity
					10-003-04	Has the government refrained from reporting realized investment gains or losses separately from unrealized investment gains and losses?	GASB Cod. Sec. 150.131	GAAFR Chapter 17 - Reporting investment activity
					10-003-05	For pension (and other employee benefit) trust funds, does the deductions section include separate amounts for (1) benefits and refunds paid to plan members and beneficiaries, and (2) total administrative expenses?	GASB Cod. Sec. 2200.199; Pe5.123; Po50.125	GAAFR Chapter 36 - Statement of changes in fiduciary net position
FINANCIAL SECTION								
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (SSAP)								
				*	11-001-01	Does the government present an SSAP either as the first of the notes to the financial statements or as a separate item immediately preceding the notes?  Among other matters, the SSAP should address any of the following situations: (1) the selection of an accounting treatment when GAAP permit more than one approach, (2) accounting practices unique to state and local governments, and (3) unusual or innovative applications of GAAP.	GASB Cod. Sec. 2300.106a, .113	GAAFR Chapter 29 - Introduction
					11-001-02	If the government reports any fiduciary funds or fiduciary-type component units, does the SSAP disclose the omission of these funds and component units from the government-wide financial statements?	GASB Cod. Sec. 2300.106a(1)	GAAFR Chapter 29 - Description of the government-wide financial statements (exclusion of fiduciary activities and similar component units)
					11-001-03	Does the SSAP discuss the financial reporting entity? If so, does that discussion include: (1) A description of the component units included in the financial reporting entity? (2) A description of the relationship between component units and the primary government? (3) A discussion of the rationale for including individual component units in the financial reporting entity? (4) A discussion of how individual component units are reported (i.e., blended, discretely presented, or as a fiduciary fund)? (5) Information on how to obtain the separately issued financial statements of component units?	GASB Cod. Sec. 2300.106a(2)	GAAFR Chapter 29 - A brief description of the component units of the financial reporting entity and their relationships to the primary government
					11-001-04	If the government itself is a component unit, does the SSAP identify the primary government and describe the nature of the relationship?  <i>The SSAP also should disclose the relationship that exists between the government and any "related organizations" (i.e., organizations for which the government appoints the voting majority of the board members, but does not have either: 1) the ability to impose its will on the organization or 2) a relationship of financial benefit or burden with the organization).</i>	GASB Cod. Sec. 2300.107q	GAAFR Chapter 29 - A brief description of the component units of the financial reporting entity and their relationships to the primary government
					11-001-05	Has the government disclosed if it is composed solely of one or more funds of some other government (other than a component unit), and the nature of that relationship (e.g., an enterprise fund or a departmental report).	Certificate Program requirement	
				BTA	11-001-06	If the ACFR is for an enterprise fund (rather than a component unit) of a primary government, do the notes disclose the primary government of which the enterprise fund is an integral part and the fund's relationship to the primary government?  Explanation: In cases where an enterprise fund that is not a component unit produces its own ACFR, it is Certificate of Achievement Program policy that the notes to the financial statements include a statement such as "the (name of stand-alone enterprise fund) is an enterprise fund of the (name of primary government)."	Certificate Program requirement	
					11-001-07	Does the SSAP disclose the measurement focus and basis of accounting used in preparing the government-wide financial statements?	GASB Cod. Sec. 2300.106a(4)	GAAFR Chapter 29 - Basis of accounting
					11-001-08	Does the SSAP disclose when revenue is considered to be susceptible to accrual in governmental funds?	GASB Cod. Sec. 1600.106	GAAFR Chapter 29 - Basis of accounting
					11-001-09	Does the SSAP specifically identify the availability period used for revenue recognition?	GASB Cod. Sec. 2300.106a(5)	GAAFR Chapter 29 - Basis of accounting
					11-001-09-1	Does the SSAP specify the availability criterion for major revenue sources (property taxes, sales taxes, grants, etc.)?  Governments should consider using a uniform availability period for governmental revenues. However, in situations when the government wishes to extend the availability period in connection with expenditure-driven grants, consider retaining the shorter availability period for all other revenues.	Certificate Program requirement	GAAFR Chapter 29 - Basis of accounting
					11-001-10	If property taxes are a major revenue source, does the SSAP provide information on the property tax calendar (i.e., lien dates, levy dates, due dates, and collection dates)?	GASB Cod. Sec. P70.108	GAAFR Chapter 29 - Property tax revenue recognition
					11-001-11	Does the SSAP describe the government's policy for eliminating internal activity in the government-wide statement of activities (i.e., how the government distinguishes overhead costs [which are eliminated in the process of consolidation] from interfund services provided and used between functions [which are not eliminated in the process of consolidation])?	GASB Cod. Sec. 2300.106a(6)	GAAFR Chapter 29 - Policy for eliminating internal activity
					11-001-12	Does the SSAP address the government's accounting policies for capital assets? If so does the SSAP: (1) Disclose the capitalization threshold(s) for capital assets? (2) Disclose the method(s) used to calculate depreciation and amortization expense? (3) Disclose the estimated useful lives of capital assets in sufficient detail to be meaningful (e.g., separately for each major class of capital assets)?	GASB Cod. Sec. 2300.106a(8)	GAAFR Chapter 29 - Capitalization policy, estimated useful lives of capital assets
					11-001-12-1	If the government has elected to use the modified approach for one or more networks or subsystems of infrastructure assets, does the SSAP describe the modified approach?	GASB Cod. Sec. 2300.106a(8)	GAAFR Chapter 29 - Description of the modified approach for reporting infrastructure assets
					11-001-13	Does the SSAP describe the types of transactions that are reported as program revenues?	GASB Cod. Sec. 2300.106a(9)	GAAFR Chapter 29 - Types of transactions included in program revenues in the government-wide statement of activities
					11-001-14	If the government has allocated indirect costs without using a separate column in the government-wide statement of activities (i.e., because the allocation is automatic and not significant), does the SSAP disclose the fact that certain indirect costs are included in the program expense reported for individual functions and activities?	GASB Cod. Sec. 2200.131; 2300.106a(9)	GAAFR Chapter 29 - Policy for allocating indirect expense to functions in the government-wide statement of activities
					11-001-15	Does the SSAP disclose the government's policy for defining <i>operating</i> and <i>nonoperating</i> revenues and expenses in proprietary funds?	GASB Cod. Sec. 2300.106a(10)	GAAFR Chapter 29 - Policy for defining operating revenues and operating expenses in proprietary fund statements of revenues, expenses, and changes in net position

			Special					
Yes	No	N/A	Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
					11-001-16	If cash flows reporting focuses on both cash and cash equivalents, does the SSAP define <i>cash equivalents</i> ?	GASB Cod. Sec. 2300.106a(11)	GAAFR Chapter 29 - Definition of cash and cash equivalents
					11-001-17	Does the SSAP indicate how investments are valued?	GASB Cod. Sec. 150	GAAFR Chapter 29 - Disclosure of valuation bases
					11-001-18	Does the SSAP disclose the method used to report inventories and prepaids in governmental funds (i.e., consumption method or purchases method)?	GASB Cod. Sec. 2300.904 1-C	GAAFR Chapter 29 - Disclosure of valuation bases
					11-001-19	Does the SSAP disclose how inventories are valued (i.e., at cost in governmental funds, otherwise at lower of cost or market)?	GASB Cod. Sec. 2300.106a(7)	GAAFR Chapter 29 - Disclosure of valuation bases
					11-001-19-1	Does the SSAP disclose the method used to determine the cost of inventories (i.e., specific identification; weighted average; first-in, first-out; last-in, first out)?	GASB Cod. Sec. 2300.106a(7)	GAAFR Chapter 29 - Disclosure of valuation bases
					11-001-20	If the government reports donated works of art, similar items; operator improvements to capital assets in a PPP; or capital assets received pursuant to a service concession arrangement in a PPP, does the SSAP disclose that such items have been valued at <i>acquisition value</i> (rather than at <i>fair value</i> )?	GASB Cod. Sec. 1400.102, 2300.119	GAAFR Chapter 29 - Disclosure of valuation bases
					11-001-21	If the government presents major governmental funds or major enterprise funds, does the SSAP disclose the activities reported in those funds?	GASB Cod. Sec. 1300.127; 2300.106a(3)	GAAFR Chapter 29 - Descriptions of activities accounted for in the major funds, internal service fund type, and fiduciary fund
					11-001-21-1	Except for the general fund, is this description specific to the government rather than generic?	GASB Cod. Sec. 1300.127	GAAFR Chapter 29 - Descriptions of activities accounted for in the major funds, internal service fund type, and fiduciary fund
					11-001-21-2	If applicable, do the notes disclose the purpose for each major special revenue fund, including the revenues and other resources that are reported in each of those funds?	GASB Cod. Sec. 1300.105	GAAFR Chapter 29 - Descriptions of activities accounted for in the major funds, internal service fund type, and fiduciary fund
					11-001-22	If the government presents internal service funds or fiduciary funds, does the SSAP disclose the activities reported in those fund types?  Note: The description should be specific to the government rather than generic.	GASB Cod. Sec. 2300.106a(3)	GAAFR Chapter 29 - Descriptions of activities accounted for in the major funds, internal service fund type, and fiduciary fund
					11-001-23	Does the SSAP disclose the flow assumption used to determine the order in which restricted and unrestricted resources will be used in the government-wide and the proprietary fund statements (e.g., restricted resources will be depleted prior to use of unrestricted resources)? If both restricted and unrestricted resources may be used for the same purpose (such as construction project or school programs), the SSAP should disclose the flow assumption used.  Note: The notes should disclose the amount of restricted net position that is reported as such because of restrictions imposed by enabling legislation.	GASB Cod. Sec. 2300.106a(12)	GAAFR Chapter 29 - Policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both are available, affecting the balances of restricted and unrestricted net position
					11-001-24	Do the notes disclose whether the government considers restricted amounts or unrestricted amounts (i.e., the total of committed, assigned, and unassigned fund balance) to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available in a governmental fund?	GASB Cod. Sec. 1800.184c	GAAFR Chapter 29 - Policy regarding whether to first apply restricted or unrestricted resources when expenditures are incurred in governmental funds for purposes for which both are available, as well as the policy for applying the various components of unrestricted fund balance
					11-001-25	Does the SSAP disclose whether committed, assigned, or unassigned amounts are considered to have been spent when expenditures are incurred in a governmental fund for purposes for which amounts in any of those unrestricted fund balance classifications could be used?	GASB Cod. Sec. 1800.184c	GAAFR Chapter 29 - Policy regarding whether to first apply restricted or unrestricted resources when expenditures are incurred in governmental funds for purposes for which both are available, as well as the policy for applying the various components of unrestricted fund balance
					11-001-26	If the government reports a portion of fund balance as committed, does the SSAP disclose (1) the government's highest level of decision-making authority and (2) the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment?	GASB Cod. Sec. 1800.184a	GAAFR Chapter 29 - Fund balance disclosures
					11-001-27	If the government reports a portion of fund balance as assigned, does the SSAP disclose (1) the body or official authorized to assign amounts to a specific purpose and (2) the policy established by the governing body pursuant to which that authorization is given?	GASB Cod. Sec. 1800.184b	GAAFR Chapter 29 - Fund balance disclosures

#### FINANCIAL SECTION

#### NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)

#### BUDGET INFORMATION

**Note: for governments that have implemented GASB Statement No. 103, the budget to actual comparisons for the general fund and major special revenue funds is to be reported as RSI, following the notes to the financial statements.**

					12-090-01	If the government presents required budgetary comparisons as basic governmental fund financial statements, do the notes disclose the basis of budgeting?	GASB Statement No. 103, paragraph 16	
					12-090-02	If the basis of budgeting differs from GAAP, is a sufficiently detailed reconciliation provided in the notes (if not presented on the face of the statement)?  <i>Explanation:</i> GAAP describe four categories of budget-versus-actual differences: basis differences, timing differences, perspective differences, and entity differences. [COD 2400.109-.119] These categories provide the <i>minimum level of detail</i> required by GAAP. That is, if a fund had items from each of these categories, the reconciliation would need to present at least four reconciling amounts.  <i>If the government presents required budgetary comparisons as a basic governmental fund financial statement, the notes should disclose excesses of expenditures over appropriations in the general fund and annually budgeted major special revenue funds.</i>  <i>Regardless of whether the government presents required budgetary comparisons as basic governmental fund financial statements or as RSI, the notes to the financial statements should disclose any material violations of the budget.</i>	GASB Cod. Sec. 2300, footnote 2; 2400 footnote 5  GASB Cod. Sec. 2400.109  GASB Cod. Sec. 2400.110-.119  GASB Cod. Sec. 2400.103, footnote 5  GASB Cod. Sec. 2400.702.18-.702.19	GAAFR Chapter 29 - Budgetary basis of accounting  GAAFR Chapter 29 - Budgetary basis of accounting
					12-090-03	Has the government refrained from referring to unaudited data in the note disclosures?	Certificate Program requirement	

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
			FINANCIAL SECTION					
			NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)					
			CASH AND INVESTMENTS					
					12-100-00	A detailed description of the required disclosures for cash and investments can be found in GASB Cod. sections C20 and 150, respectively.		
					12-100-01	Do the notes disclose the legal and contractual provisions governing cash deposits with financial institutions?  Note: The notes should disclose material violations of these provisions.	GASB Cod. Sec. C20.103, .106	GAAFR Chapter 30 - Assets-Legal and contractual provisions governing deposits
					12-100-02	Do the notes disclose the government's policies associated with deposits, if applicable, for (1) custodial credit risk and (2) foreign currency risk (if applicable), or indicate that it does not have such a policy?	GASB Cod. Sec. C20.109	GAAFR Chapter 30 - Assets-Policies governing deposits
					12-100-03	Do the notes disclose the amounts of bank deposit balances exposed to custodial credit risk in one or more of the three categories (1) uncollateralized, (2) collateralized with securities held by the pledging financial institution, or (3) collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-government's name?	GASB Cod. Sec. C20.107	GAAFR Chapter 30 - Assets-Exposure to custodial credit risk as of the reporting date
					12-100-04	If applicable, do the notes disclose the amount of bank deposit balances exposed to foreign currency risk in U.S. dollars, organized by currency denomination?	GASB Cod. Sec. C20.108	GAAFR Chapter 30 - Assets-Exposure to foreign currency risk
					12-100-05	If the government participates in an external investment pool and the pool is not registered with the Securities and Exchange Commission, do the notes disclose the nature of any regulatory oversight of the pool and state whether the fair value of its position in the pool is the same as the value of the pool shares?	GASB Cod. Sec. 150.143b	GAAFR Chapter 30 - Assets-Participation in external investment pools
					12-100-06	If the government has elected to separately disclose realized and unrealized gains and losses on investments in the notes, has it indicated (1) that the calculation of realized gains and losses is independent of the calculation of the change in the fair value of investments, and (2) that realized gains and losses of the current year include unrealized amounts from prior years?	GASB Cod. Sec. 150.144	GAAFR Chapter 30 - Assets-Information on realized gains and losses (optional)
					12-100-07	Do the notes disclose (1) the legal and contractual provisions governing investments, including any significant violations during the period (if applicable)?	GASB Cod. Sec. 150.149-.150	GAAFR Chapter 30 - Assets-Legal and contractual provisions governing investments
					12-100-08	Do the notes disclose the government's policies associated with investments, if applicable, for (1) credit risk, (2) custodial credit risk, (3) concentration of credit risk, (4) interest rate risk and (5) foreign currency risk (if applicable), or indicate that it does not have such a policy?	GASB Cod. Sec. 150.151	GAAFR Chapter 30 - Assets-Policies governing investments
					12-100-09	For credit risk, do the notes disclose the credit ratings (or explain that credit ratings are not available) for investments in debt securities (other than debt issued by or explicitly guaranteed by the U.S. government), as well as for positions in external investment pools, money market funds, bond mutual funds, and other pooled investments of fixed-income securities?	GASB Cod. Sec. 150.152	GAAFR Chapter 30 - Assets-Policies governing investments
					12-100-10	Do the notes disclose information regarding custodial credit risk and any investments that are exposed to custodial risk?  If the government is exposed to custodial credit risk for its investments evidenced by securities at year end because they are neither insured nor registered and they are held by either 1) the counterparty or 2) the counterparty's trust department or agent but not in the system's (pool's) name, the notes should disclose the amount of investments exposed to custodial credit risk, indicate that they are neither insured nor registered, and explain how they are exposed to custodial credit risk.	GASB Cod. Sec. 150.153	GAAFR Chapter 30 - Assets-Exposure to custodial credit risk as of the reporting date
					12-100-11	For concentration risk, do the notes disclose concentrations of 5 percent or more of the government's net investments in securities of a single organization (other than those issued or explicitly guaranteed by the U.S. government, as well as investments in mutual funds, external investment pools, and other pooled investments).	GASB Cod. Sec. 150.154	GAAFR Chapter 30 - Assets-Concentration risk
					12-100-12	Do the notes use one of five approved methods (i.e., segmented time distribution, specific identification, weighted average maturity, duration, or simulation model) to disclose interest rate risk for positions in fixed-rate debt securities?	GASB Cod. Sec. 150.155	GAAFR Chapter 30 - Assets-Interest-rate risk
					12-100-13	Do the notes disclose the fair value for investments as of the end of the reporting year by fair value hierarchy (level 1, 2 or 3), a description of the valuation techniques, and if there has been a change in valuation techniques that had a significant impact during the year?	GASB Cod. Sec. 150.141	GAAFR Chapter 30 - Assets-Fair value measurement
					12-100-14	For investments in entities that (1) calculate the NAV per share, (2) do not have a readily determinable fair value, and (3) are measured at fair value on a recurring or nonrecurring basis (alternative investments), has the government made the additional disclosures for the nature and risks of the investments and if it is probable the investments will be sold at amounts different than the NAV?	GASB Cod. Sec. 150.142	GAAFR Chapter 30 - Assets-Investments reported at NAV per share
			FINANCIAL SECTION					
			NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)					
			INVESTMENT POOLS (EXTERNAL)					
					12-110-01	For qualifying external investment pools that measure their investments at amortized cost, has the government presented the disclosures required for fair value measurements (GASB Cod. Sec. 150.140-.142) as they relate to the disclosures of the fair value of investments required by In5.103f; and has the government disclosed the presence of any limitations or restrictions on participant withdrawals?	GASB Cod. Sec. 150.143b-e	GAAFR Chapter 30 - Assets-Participation in external investment pools
			FINANCIAL SECTION					
			NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)					
			CAPITAL ASSETS					
					12-120-01	Do the notes furnish information on the primary government's capital assets? If so, do the notes: 1) Contain all required information separately for each major class of capital assets? 2) Report capital assets associated with governmental activities separately from capital assets associated with business-type activities? 3) Report nondepreciable capital assets separately from depreciable capital assets? 4) Present accumulated depreciation/amortization as a separate item? 5) Disclose changes in capital asset balances (including accumulated depreciation/amortization) during the year? 6) Disclose the amount of depreciation/amortization charged to each governmental function and business-type activity during the year in the government-wide statement of activities?	GASB Cod. Sec. 2300.117-118	GAAFR Chapter 30 - Assets-Capital assets



Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					12-120-01a	<b>For governments that have implemented GASB Statement No. 104, <i>Disclosure of Certain Capital Assets</i></b> Do the notes furnish information on the primary government's capital assets? If so, do the notes: 1) Contain all required information separately for each major class of capital assets? 2) Report capital assets associated with governmental activities separately from capital assets associated with business-type activities? 3) Report nondepreciable capital assets separately from depreciable capital assets? 4) Report tangible capital assets separately from intangible capital assets? 5) Within intangible capital assets, are there separate line(s) for - Lease assets by major class of underlying capital asset - Public-private or public-public partnership (PPP) operator intangible right-to-use assets, by major class of underlying capital asset - Subscription assets - All other intangible capital assets by major class (any other right-to-use underlying asset should not be disclosed with owned intangible capital assets)? 6) Present accumulated depreciation/amortization as a separate item? 7) Disclose changes in capital asset balances (including accumulated depreciation/amortization) during the year? 8) Disclose the amount of depreciation/amortization charged to each governmental function and business-type activity during the year in the government-wide statement of activities?	GASB Cod. Sec. 2300.117-.118  GASB Statement No. 104, paragraph 4	GAAFR Chapter 30 - Assets-Capital assets
					12-120-02	Do the notes disclose any capital assets held for sale? If so, are the following items disclosed by major class of capital assets for governmental and business-type activities? 1) Historical cost and accumulated depreciation? 2) If applicable, carrying amount of debt for any capital assets held for sale that are pledged as collateral for the debt, by major class of capital asset?	GASB Statement No. 104, paragraph 8	
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>DERIVATIVE INSTRUMENTS</b>								
					12-150-00	<b>Explanation:</b> Disclosure about derivative instruments should be organized by governmental activities, business-type activities, and fiduciary funds. Further, the information should then be divided into the following categories – hedging derivative instruments (distinguishing between fair value hedges and cash flow hedges), investment derivative instruments, and other derivative instruments. Within each category, derivative instruments should be aggregated by type (for example, receive-fixed swaps, pay-fixed swaps, swaptions, rate caps, basis swaps, and futures contracts). The disclosure of the above information may be in a columnar display, narrative form, or a combination of both.	GASB Cod. Sec. D40.169	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-01	Do the notes furnish information on the primary government's derivative instruments, including: 1) A summary of derivative instrument activity during the reporting year and the balances at the end of the reporting year, 2) Notional amount, 3) Changes in fair value during the reporting year and the classification in the financial statements where those changes in fair value are reported, 4) Fair values as of the end of the reporting year and the classification in the financial statements where those fair values are reported, and 5) Fair values of derivative instruments reclassified from a hedging derivative instrument to an other derivative instrument during the reporting year?	GASB Cod. Sec. D40.169	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-02	Do the notes make disclosures about hedging derivative instruments, including the objectives for entering into those instruments, the terms, significant terms and risks?	GASB Cod. Sec. D40.170-.174	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-03	If the hedged item in the arrangement is a debt obligation, do the notes disclose the hedging derivative instrument's net cash flows, based on the debt service requirements to maturity for debt and lease obligations?	GASB Cod. Sec. D40.175	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-04	If the government uses a method other than consistent critical terms, synthetic instrument, dollar-offset, or regression analysis to evaluate hedge effectiveness, do the notes include the following information: 1) The identity and characteristics of the method used, 2) The range of critical terms the method tolerates, and 3) The actual critical terms of the hedge?	GASB Cod. Sec. D40.176	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-05	Are investment derivative instruments and/or other derivative instruments reported as of the end of the fiscal year? If so, do the disclosures include information about each of the applicable risks (credit, interest rate, and foreign currency)?	GASB Cod. Sec. D40.177	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-06	Are the applicable disclosures made for derivative instruments held at the end of the fiscal year that contain contingent features (such as a government's obligation to post collateral if the credit quality of the government's hedgeable item declines)?	GASB Cod. Sec. D40.178	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-07	If a government reports a hybrid instrument, are disclosures of the companion instrument made consistent with disclosures required of similar transactions?	GASB Cod. Sec. D40.179	GAAFR Chapter 30 - Assets-Derivative instruments
					12-150-08	If Synthetic Guaranteed Investment Contracts (SGICs) are held as of the end of the reporting year that are fully benefit-responsive, are the following disclosures made: 1) A description of the nature of the SGIC and 2) The SGIC's fair value (including separate disclosure of the fair value of the wrap contract and the fair value of the corresponding underlying investments)?	GASB Cod. Sec. D40.180	GAAFR Chapter 30 - Assets-Synthetic guaranteed investment contracts
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>DEBT (Bonds, Leases, SBITAs, PPPs)</b>								
					12-200-01	Do the notes furnish information on the primary government's long-term debt and other liabilities?	GASB Cod. Sec. 2300.117, .120	GAAFR Chapter 30 - Liabilities-Long-term debt
					12-200-02	Do the notes provide all required information separately for each major class of long-term liabilities?	GASB Cod. Sec. 2300.117	GAAFR Chapter 30 - Liabilities-Long-term debt
					12-200-03	Do the notes report long-term liabilities associated with <i>governmental activities</i> separately from long-term liabilities associated with <i>business-type activities</i> ?	GASB Cod. Sec. 2300.117	GAAFR Chapter 30 - Liabilities-Long-term debt
					12-200-04	Do the notes report separately the portion of each long-term liability type that is due within one year of the date of the statement of net position (e.g., bonds, leases, compensated absences)?	GASB Cod. Sec. 2300.120c	GAAFR Chapter 30 - Liabilities-Schedule of long-term liabilities
					12-200-05	Do the notes disclose which governmental funds typically have been used in prior years to liquidate long-term liabilities other than debt, including compensated absences, pensions and OPEB?	GASB Cod. Sec. 2300.120d	GAAFR Chapter 30 - Liabilities-Schedule of long-term liabilities
						<b>For governments that have implemented GASB Statement No. 101, <i>Compensated Absences</i>, this requirement does not apply to the liability for compensated absences.</b>		

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					12-200-06	Do the notes disclose changes in long-term liability balances during the year (increases and decreases reported separately)?  Note: - Disclosures for direct borrowings and direct placements should be separated from other debt. - <b>For governments that have implemented GASB Statement No. 101, <i>Compensated Absences</i>, governments may disclose a net increase or decrease for the liability for compensated absences. If at net amount is presented, that fact should be disclosed.</b>	GASB Cod. Sec. 2300.120a-b  GASB Cod. Sec. 2300.124  GASB Statement No. 103, paragraph 30	GAAFR Chapter 30 - Liabilities-Schedule of long-term liabilities
					12-200-07	Do the notes address the detail of individual long-term debt issues? If so, do the notes disclose: (1) The purpose for which debt was issued? (2) The original amount of the debt? (3) The type of debt (e.g., general obligation bonds, revenue bonds)? (4) If applicable, summary of related bond covenants? (5) The amounts of installments? (6) The interest rate? (7) The range of maturities? (8) Address the applicability of federal arbitrage regulations?  Note: If the number of individual issues outstanding makes disclosure for each issue impractical, a government may provide the above information only for long-term debt issued in the current year.	Certificate Program requirement  GASB Cod. Sec. 2300.901.III.B8	GAAFR Chapter 30 - Liabilities-Description of individual bond issues outstanding
					12-200-08	Do the notes disclose debt service to maturity for all outstanding debt ( <i>excluding leases and SBITAs</i> ) ? If so, does the disclosure address the following items? (In the case of variable-rate debt, the interest rate in effect at the financial statement date should be used to calculate the interest component of debt service payments.) (1) Does the disclosure present debt service payments separately for each of the next five years? (2) Are the principal and interest components of debt service presented separately? (3) At a minimum, are debt service payments for subsequent years reported in five-year increments? (4) If the government has variable rate debt outstanding, do the notes disclose the terms by which interest rates change?  Note: Disclosures for direct borrowings and direct placements should be separated from other debt.	GASB Cod. Sec. 1500.129	GAAFR Chapter 30 - Liabilities-Debt service requirements to maturity
					12-200-09	Do the notes disclose the following, if applicable: (1) Amount of unused lines of credit (2) Assets pledged as collateral for debt (3) Terms specified in debt agreements related to significant (1) events of default with finance-related consequences, (2) termination events with finance related consequences, and (3) subjective acceleration clauses.  Note: Disclosures for direct borrowings and direct placements should be separated from other debt.	GASB Cod. Sec. 1500.130	GAAFR Chapter 30 - Liabilities-Bonds authorized but unissued and unused lines of credit, Collateral for debt, Significant terms in debt agreements

#### FINANCIAL SECTION

#### NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)

##### LEASES

					12-210-01	If the government is a <b>lessee</b> in a lease contract, are following disclosures made, if applicable? (1) General description of the lease? This would include any variable payments or residual value guarantees not included in the lease liability. (2) Total amount of underlying lease assets by major classes and the related accumulated amortization? (3) Total amount of payments made for variable and other payments (i.e. residual value guarantees, termination penalties) not included in the lease liability? (4) Principal and interest payments to be made, presented separately, for each of the next five years individually and in five-year increments thereafter? (5) Any commitments under leases before the lease term commences? (6) Any impairment losses and any related change in lease liability? (7) If the government lessee subleases the underlying asset, is a description of the sublease included in the general description of the lease? (Note: the lessor transactions should be disclosed separately from lessee transactions). (8) If the government is a seller-lessee in a sales lease back transaction, has the government disclosed the terms and conditions of sale-leaseback, in addition to items 1-6 above? (9) If the government is in a lease-leaseback transaction, has the government disclosed the amounts of the lease and the leaseback separately in the notes to financial statements?	GASB Cod. Sec. L20.137-.138, .182, .186	GAAFR Chapter 30 - Liabilities-Lease obligations
					12-210-02	If the government is a <b>lessor</b> in a lease contract, are following disclosures made, if applicable? (1) General description of the lease? This would include any variable payments or residual value guarantees not included in the lease receivable. (2) Total amount received, principal and interest, from leases, if the amount cannot be determined from the financial statements? (3) Total amount of payments received for variable and other payments (i.e. residual value guarantees, termination penalties) not included in the lease receivable? (4) The existence, terms, and conditions of options by the lessee to terminate the lease or abate payments if the lessor government has issued debt for which the principal and interest payments are secured by the lease payments? (5) If leasing is one of the government's principal operations, has it disclosed principal and interest to be received, presented separately, for each of the next five years individually and in five-year increments thereafter? (6) If the government is leasing an asset reported as investment, did it only disclose item 4 above? (7) If the government lessee subleases the underlying asset, did it make the disclosures listed above for government lessor? (Note: the lessor transactions should be disclosed separately from lessee transactions). (8) If the government is a seller-lessee in a sales lease back transaction, has the government disclosed the terms and conditions of sale-leaseback, in addition to items 1-6 above? (9) If the government is in a lease-leaseback transaction, has the government disclosed the amounts of the lease and the leaseback separately in the notes to financial statements? (10) If leasing assets is a governments principal ongoing operation (as a lessor), is a schedule of future payments separating principal and interest for each of the next five years and in five-year increments thereafter included?	GASB Cod. Sec. L20.141, .157-.159, .182, .186, .188	GAAFR Chapter 30 - Assets-Lease receivables

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					12-210-03	<p>If the government is a <b>lessor</b> in a <b>regulated lease</b> agreement, are following disclosures made, if applicable?</p> <p>(1) General description of the lease agreement?</p> <p>(2) The extent to which capital assets are subject to preferential or exclusive use by counterparties under agreements, by major class of assets and by major counterparty?</p> <p>(3) Total amount received, principal, interest and other lease-related inflows, from agreements, if the amount cannot be determined from the financial statements.</p> <p>(4) A schedule of expected future minimum payments to be received for each of the next five years individually and in five-year increments thereafter?</p> <p>(5) Total amount of payments recognized for variable payments not included in expected future minimum payments?</p> <p>(6) The existence, terms, and conditions of options by the lessee to terminate the lease or abate payments if the lessor government has issued debt for which the principal and interest payments are secured by the lease payments?</p>	GASB Cod. Sec. L20.160	GAAFR Chapter 30 - Assets-Lease receivables
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>PUBLIC-PRIVATE AND PUBLIC-PUBLIC PARTNERSHIPS AND AVAILABILITY PAYMENT ARRANGEMENTS (GASB 94).</b>								
					12-211-01	<p>If the government is a <b>transferor</b> in a PPP arrangement, are following disclosures made, if applicable?</p> <p>(1) General description of the PPP arrangement? This would include any variable payments not included in the PPP receivable for installment payments, and status of construction projects.</p> <p>(2) Nature and amounts of PPP-related assets and deferred inflows of resources in the financial statements?</p> <p>(3) Total amount of payments received for variable and other payments (i.e. residual value guarantees, termination penalties) not included in the PPP receivable for installment payments?</p> <p>(4) The discount rate(s) used for the determination of the receivable for installment payments?</p> <p>(5) The nature and extent of the rights retained by the transferor or granted to the operator?</p> <p>(6) Identification, duration, and significant contract terms of any guarantees and/or commitments associated with the PPP arrangement, if any exist in the reporting period.</p>	GASB Cod. Sec. P90.133-.134	GAAFR Chapter 30 - Public-Private And Public-Public Partnerships And Availability Payment Arrangements
					12-211-02	<p>If the government is a <b>operator</b> in a PPP arrangement, are following disclosures made, if applicable?</p> <p>(1) General description of the PPP arrangement? This would include any variable payments not included in the PPP liability for installment payments and status of construction projects.</p> <p>(2) Nature and amounts of PPP-related assets, liabilities and deferred outflows of resources in the financial statements?</p> <p>(3) The discount rate(s) used for the determination of the liability for installment payments?</p> <p>(4) Principal and interest payments to be made, presented separately, for each of the next five years individually and in five-year increments thereafter?</p> <p>(5) Total amount of payments made for variable payments not included in the PPP liability for installment payments?</p> <p>(6) The nature and extent of the rights granted to the operator or retained by the transferor?</p> <p>(7) Identification, duration, and significant contract terms of any guarantees and/or commitments associated with the PPP arrangement, if any exist in the reporting period.</p> <p>(8) Any impairment losses and any related change in PPP liability?</p>	GASB Cod. Sec. P90.155-.157	GAAFR Chapter 30 - Public-Private And Public-Public Partnerships And Availability Payment Arrangements
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (GASB 96)</b>								
					12-212-01	<p>If the government uses information technology in a SBITA arrangement, are following disclosures made, if applicable?</p> <p>(1) General description of the SBITA arrangement? This would include any variable payments not included in the SBITA liability.</p> <p>(2) Total amount of subscription assets and the related accumulated amortization?</p> <p>(3) Total amount of payments made for variable payments and other payments (e.g., termination penalties) not included in the SBITA liability?</p> <p>(4) Principal and interest payments to be made, presented separately, for each of the next five years individually and in five-year increments thereafter?</p> <p>(5) Any commitments under SBITAs before the SBITA term commences?</p> <p>(6) Any impairment losses and any related change in SBITA liability?</p>	GASB Cod. Sec. S80.159	GAAFR Chapter 30 - Subscription-Based Information Technology Arrangements
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>DEBT REFUNDINGS</b>								
					12-213-01	<p>If the government undertook a refunding during the year that either defeased or redeemed the refunded debt, do the notes disclose this fact, and the following, if applicable?</p> <p>(1) A brief description of the refunding?</p> <p>(2) The aggregate difference in debt service between the refunding debt and the refunded debt?</p> <p>(3) The economic gain or loss on the transaction?</p> <p>(4) The amount of outstanding defeased debt?</p> <p>(5) Any substitutions of essentially risk monetary assets with monetary assets that are not essentially risk free (in substance defeasance only)?</p> <p>(6) Any amount of outstanding debt that the substitution described in #5 is not prohibited (in substance defeasance only)?</p>	GASB Cod. Sec. D20.114-.119	GAAFR Chapter 30 - Liabilities-Debt refundings and extinguishments
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>IN SUBSTANCE DEFEASANCE OF DEBT USING ONLY EXISTING RESOURCES</b>								
					12-214-01	<p>If the government undertook a in-substance defeasance of debt using only existing resources, do the notes disclose the following?:</p> <p>(1) A general description of the transaction (for example: amount of debt, amount of cash and/ or other resources placed with escrow agent, reasons for the defeasance and cash flows required to service the defeased debt)?</p> <p>(2) In all years following the defeasance, the amount of in substance defeased debt outstanding as of the reporting date, if any (may be combined with other defeased debt outstanding)?</p> <p>(3) In the year of defeasance, if applicable, the fact that the substitution of essentially risk-free monetary with monetary assets that are not essentially risk free is not prohibited?</p> <p>(4) In all years following the defeasance, the amount of in substance defeased debt outstanding as of the reporting date, if any, for which the substitution of essentially risk-free monetary with monetary assets that are not essentially risk free is not prohibited (may not be combined with other defeased debt outstanding)?</p>	GASB Cod. Sec. D20.125-.128	GAAFR Chapter 30 - Liabilities-In-substance defeasance of debt using only existing resources

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
SPECIAL ASSESSMENT DEBT								
					12-215-01	If the government has issued special assessment debt for which it is obligated in some manner, do the notes discuss this debt and the nature of the government's obligation?	GASB Cod. Sec. S40.126	GAAFR Chapter 30 - Liabilities-Special assessment debt and related activities
					12-215-02	If the government has issued special assessment debt for which it is not obligated in any manner, do the notes discuss this debt, including the amount of the debt and that the government is acting only as an agent and is in no way liable for the debt?	GASB Cod. Sec. S40.127	GAAFR Chapter 30 - Liabilities-Special assessment debt and related activities
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
DEMAND BONDS								
					12-216-01	If the government has demand bonds outstanding at the end of the fiscal year, do the notes provide all of the disclosures required by GAAP, including a description of the take-out agreement including its expiration date?  Note: Disclosures for direct borrowings and direct placements should be separated from other debt.	GASB Cod. Sec. D30.111-.112	GAAFR Chapter 30 - Liabilities-Demand bonds
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
CONDUIT DEBT								
					12-217-01	Do the notes disclose the following information about the issuer government's conduit debt obligations, if applicable? (1) General description of the government's conduit debt obligation(s)? (2) General description of the government's limited commitment(s)? (3) General description of the government's voluntary commitment(s), if any? (4) General description of the issuer's additional commitment(s), including: the legal authority and limits for extending the commitment(s), length of commitment(s), arrangements for recovering payments from third-party obligors, if any? (5) The amount of outstanding principal for all conduit debt obligations, by type of commitment(s)?	GASB Cod. Sec. C65.122	GAAFR Chapter 30 - Liabilities-Conduit debt
					12-217-02	If the issuer government recognized a liability for conduit debt, are the following disclosures made? (1) Schedule of changes in the conduit debt liability (beginning balance, increases, decreases, and ending balance)? (2) Cumulative amount of payments made on the conduit debt recognized by the government? (3) Any amounts expected to be recovered from the payments made?	GASB Cod. Sec. C65.123	GAAFR Chapter 30 - Liabilities-Conduit debt
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
INTERFUND BALANCES AND TRANSFERS								
					12-220-01	Do the notes provide information on interfund balances and transfers, including: (1) Amounts due from/transferred from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type? (2) The purpose of interfund balances/transfers?	GASB Cod. Sec. 2300.126-. 127	GAAFR Chapter 30 - Interfund transfers
					12-220-02	Are the disclosures about interfund balances and transfers formatted so that individual fund data can be traced to the corresponding column in the basic financial statements (e.g., by the use of headings and subtotals)?	Certificate Program requirement	
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
RISK FINANCING								
					12-221-01	Do the notes discuss the government's risk financing activities? If so, do the notes: (1) Describe the types of risk faced by the government and describe how each type of risk is being handled? (2) Indicate <i>whether</i> the amount of settlements exceeded insurance coverage in each of the past three years? (3) If the government participates in a risk pool, describe the arrangement and specifically address the rights and responsibilities of both the government and the pool? (4) If the government retains some risk of loss, mention this fact and what the liability for unpaid claims represents and how it is calculated? (5) If the government retains some risk of loss, does the government provide a tabular reconciliation of the claims liability for each of the two most recent fiscal years and distinguish 1) claims liability at the beginning of the year, 2) claims incurred during the year, 3) changes in the estimate for claims of prior years, 4) payments on claims, 5) other, and 6) claims liability at the end of the year?	GASB Cod. Sec. C50.145	GAAFR Chapter 30 - Liabilities-Claims and judgments
					12-221-02	If the government sponsors a public-entity risk pool, does it either 1) refer readers to the separately issued report of the pool or 2) provide all of the note disclosures required for public-entity risk pools?	GASB Cod. Sec. C50.146	
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
CERTAIN RISK DISCLOSURES - For governments that have implemented GASB Statement No. 102, <i>Certain Risk Disclosures</i>								
					12-222-01	For any concentration or constraint that meets the criteria for disclosure, do the notes include the following?: (1) The concentration or constraint exists; (2) The event(s) related to the concentration or constraint that could have a substantial impact on the government if the event(s) occurred or began to occur prior to the issuance of the financial statements (each event needs to be separately disclosed) (a description of a likely future event that causes a government to meet the criteria for disclosure would not actually be included in the disclosure); and (3) If applicable, any mitigating actions the government has taken prior to the issuance of the financial statements.  The required note disclosures should be identifiable with each reporting unit in which the disclosure criteria are met. In situations where the same risk affects more than one reporting unit, governments should combine the disclosures to avoid duplication. Also to avoid duplication in the notes, if the required note disclosures of GASB 102 supplement other required note disclosures, such as subsequent events or debt disclosures, the GASB 102 disclosures should be combined with the other required note disclosures.	GASB Cod. Sec. 2250.165  GASB Cod. Sec. 2250.164c	

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
MUNICIPAL SOLID WASTE LANDFILL CLOSURE AND POSTCLOSURE CARE COSTS								
					12-230-01	<p>If a government is legally responsible for closure and postclosure care costs associated with a municipal solid waste landfill, do the notes discuss this responsibility? If so, do the notes:</p> <p>(1) Disclose the nature and source of landfill closure and postclosure care requirements?</p> <p>(2) Explain that the cost of landfill closure and postclosure care is allocated based on landfill capacity used to date?</p> <p>(3) Disclose the liability for landfill closure and postclosure care costs (if not visible on the face of the basic financial statements)?</p> <p>(4) Disclose the portion of the estimated total obligation for landfill closure and postclosure care costs that has not yet been recognized in the financial statements?</p> <p>(5) Disclose the percentage of the landfill's total capacity that has been used to date?</p> <p>(6) Disclose the estimated remaining life of the landfill in years?</p> <p>(7) State that the total current cost of landfill closure and postclosure care is an estimate and subject to changes resulting from inflation, deflation, technology, or changes if applicable?</p>	GASB Cod. Sec. L10.115	GAAFR Chapter 30 - Liabilities-Landfill closure and postclosure care
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
CERTAIN ASSET RETIREMENT OBLIGATIONS								
					12-231-01	<p>If a government has to recognize an asset retirement obligation (ARO) in its financial statements as defined by GASB Statement 83 (COD A10), do the notes disclose the following, if applicable?</p> <p>(1) General description of the ARO, associated tangible asset, and source of the obligation (laws, regulations, contracts, or court judgments)?</p> <p>(2) Methods and assumptions used to measure the liability?</p> <p>(3) Estimated remaining useful life of the associated tangible capital asset?</p> <p>(4) How any legally required funding and assurance provisions associated with AROs are being met?</p> <p>(5) Amount of assets restricted for payment of the liabilities, if not separately displayed in the financial statements?</p> <p>Note: If an ARO or portions has been incurred but is not yet recognized because it is not reasonably estimable, the government should disclose that fact and the reasons why.</p>	GASB Cod. Sec. A10.124-.125	GAAFR Chapter 30 - Liabilities-Asset retirement obligations
					12-231-02	<p>If a government has a minority share of an ARO, do the notes disclose the following, if applicable?</p> <p>(1) A general description of the ARO and associated tangible capital asset, including: the total amount of the ARO shared by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, other minority owners, if any, and the reporting government; the reporting government's minority share of the total amount of the ARO, stated as a percentage; and the dollar amount of the reporting government's minority share of the ARO?</p> <p>(2) The date of the measurement of the ARO produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, if that date differs from the government's reporting date?</p> <p>(3) How any legally required funding and assurance provisions associated with the government's minority share of an ARO are being met?</p> <p>(4) The amount of assets restricted for payment of the government's minority share of the ARO, if not separately displayed in the financial statements?</p>	GASB Cod. Sec. A10.126	GAAFR Chapter 30 - Liabilities-Asset retirement obligations
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
POLLUTION REMEDIATION								
					12-232-01	<p>Has an obligating event occurred that requires the government to attempt to accrue a liability for pollution remediation? If so, do the notes include:</p> <p>(1) The nature and source of pollution remediation obligations,</p> <p>(2) The liability recognized for pollution remediation obligations (if not visible on the face of the basic financial statements),</p> <p>(3) The methods and assumptions used to calculate the liability for pollution remediation obligations; and</p> <p>(4) Estimated recoveries that reduce the liability?</p>	GASB Cod. Sec. P40.123	GAAFR Chapter 30 - Liabilities-Pollution remediation obligations
					12-232-02	<p>If a government does not yet recognize a liability for a pollution remediation obligation because it is not reasonably estimable, do the notes disclose a general description of the nature of the pollution remediation activities?</p>	GASB Cod. Sec. P40.124	GAAFR Chapter 30 - Revenues and expenditures/expenses-Transactions not reported because not measurable
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
COMMITMENTS								
					12-235-01	<p>If the government has significant commitments (e.g., construction contracts and encumbrances), do the notes disclose them?</p>	GASB Cod. Sec. 1700.127c	GAAFR Chapter 30 - Liabilities-Construction and other significant commitments
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
SHORT-TERM DEBT								
					12-236-01	<p>If the government has engaged in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), even if no short-term debt is outstanding at the end of the fiscal year, has the government discussed this fact and provided a schedule of changes in short-term debt (i.e., beginning of year balance, increases, decreases, end of year balance)?</p> <p>Note: Disclosures for direct borrowings and direct placements should be separated from other debt.</p>	GASB Cod. Sec. 2300.124	GAAFR Chapter 30 - Liabilities-Short-term debt and liquidity
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
FUND BALANCE								
					12-300-01	<p>Do the notes provide information on the nature of the major purposes for restricted, committed or assigned fund balance not described on the face of the governmental funds balance sheet?</p>	GASB Cod. Sec. 1800.186	GAAFR Chapter 30 - Fund balance/net position
					12-300-02	<p>If applicable, is the detail for the two types of nonspendable fund balance (not in spendable form and legally or contractually required to be maintained intact) disclosed?</p>	GASB Cod. Sec. 1800.185	GAAFR Chapter 30 - Fund balance/net position
					12-300-03	<p>If applicable, is the detail disclosed for the restricted, committed, and assigned fund balance at least at the functional expenditure level?</p>	GASB Cod. Sec. 2200.733-4	GAAFR Chapter 13 - Fund balance

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					12-300-04	If a government has established a stabilization arrangement do the notes disclose: (1) the authority for establishing the arrangement, (2) the requirements for additions to the stabilization amount, (3) the conditions under which stabilization amounts may be spent, and (4) the stabilization balance, if not apparent on the face of the financial statements?	GASB Cod. Sec. 1800.187	GAAFR Chapter 30 - Fund balance/net position
					12-300-05	If the governing body has formally adopted a minimum fund balance policy, do the notes describe the policy established by the government that sets forth the minimum amount?	GASB Cod. Sec. 1800.188	GAAFR Chapter 30 - Fund balance/net position
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>PLEGED AND SOLD REVENUES</b>								
					12-420-01	If the government has pledged future revenues, do the notes include the required disclosures, including: (1) the specific revenue pledged and the approximate amount of the pledge, if determinable, (2) the general purpose of the debt secured by the pledged revenue, (3) the term of the commitment, (4) the relationship of the pledged amount to the total for that specific revenue, and (5) a comparison of the pledged revenues recognized during the year to the principal and interest requirements for the debt directly or indirectly collateralized by those revenues?	GASB Cod. Sec. 2300.128	GAAFR Chapter 30 - Liabilities-Debt supported by pledged revenues
					12-420-02	If during the current fiscal year the government had a transaction that qualifies as a sale of future revenues, do the notes disclose: (1) The specific revenue sold, including the approximate amount, if determinable? (2) The period to which the sale applies? and (3) The relationship of the amount sold to the total for that specific revenue (e.g., the proportion of the specific revenue stream that has been sold), if determinable? and (4) A comparison of the proceeds of the sale and the present value of the future revenues sold, including the significant assumptions used in determining the present value?	GASB Cod. Sec. 2300.129	GAAFR Chapter 30 - Revenues and expenditures/expenses-Future revenues that have been sold
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>JOINT VENTURES</b>								
					12-421-01	If the government participates in a joint venture, do the notes disclose this fact and disclose the: (1) Nature of any ongoing financial interest or responsibility resulting from participation in the joint venture, and (2) How to obtain the financial statements of the joint venture, and (3) Provide information designed to allow the reader to evaluate whether the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit to or burden on the participating government in the future?	GASB Cod. Sec. J50.109	GAAFR Chapter 30 - Joint ventures and jointly governed organizations
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>SEGMENT INFORMATION</b>								
					12-560-01	If the government's enterprise funds encompass one or more segments, do the notes disclose the types of goods or services provided by the segment and include condensed financial statements for each segment that is not a major fund?	GASB Cod. Sec. 2500.101	GAAFR Chapter 30 - Segment information for enterprise funds
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>ON-BEHALF PAYMENTS</b>								
					12-571-01	If the government, as an employer, benefits from on-behalf payments of fringe benefits (other than pensions or OPEB) and salaries for its employees, do the notes disclose the amounts recognized during the year?	GASB Cod. Sec. N50.138	GAAFR Chapter 30 - Revenues and expenditures/expenses-On-behalf payments for fringe benefits and salaries
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>FINANCIAL GUARANTEES</b>								
					12-575-01	If the government extends a financial guarantee, has the government made the necessary note disclosures, including a description of the financial guarantee and the total amount of financial guarantees outstanding as of end of the fiscal year?	GASB Cod. Sec. F30.111	GAAFR Chapter 30 - Exchange/exchange-like and nonexchange financial guarantees
					12-575-02	Does the government (as a guarantor) recognize liabilities for any such guarantees or did it make payments during the reporting year because of its guarantees? If so, do the notes include all necessary information (as applicable), including a description of financial guarantee liability, schedule of changes in the liability, and indemnifications?	GASB Cod. Sec. F30.112	GAAFR Chapter 30 - Exchange/exchange-like and nonexchange financial guarantees
					12-575-02-1	If the cumulative amount of indemnification payments disclosed are measured prospectively as of the transition date and are not the actual amounts paid, has the government disclosed the date range for which the cumulative amounts were determined?	GASB Cod. Sec. F30.112	GAAFR Chapter 30 - Exchange/exchange-like and nonexchange financial guarantees
					12-575-03	Has the government issued obligations currently or in the past that have been guaranteed by another entity as part of a nonexchange transaction? If so, do the notes include all necessary information?	GASB Cod. Sec. F30.113	GAAFR Chapter 30 - Exchange/exchange-like and nonexchange financial guarantees
					12-575-04	If the government has issued a guaranteed obligation for which payments have been made during the reporting period by the entity that extended the guarantee and that guaranteed obligation is no longer outstanding at the end of the reporting period, regardless of whether the government has any other outstanding guaranteed obligations at the end of the reporting period, do the notes include all necessary information?	GASB Cod. Sec. F30.114	GAAFR Chapter 30 - Exchange/exchange-like and nonexchange financial guarantees
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)</b> <b>GOVERNMENT COMBINATIONS AND DISPOSALS OF OPERATIONS</b>								
					12-580-01	Was the government involved in a government combination during the year? If so, do the notes provide the applicable disclosures for each type(s) of combination?  Explanation: There are three types of government combinations: (1) government merger, (2) government acquisition, and (3) transfer of operations.	GASB Cod. Sec. Co10.153-.156	GAAFR Chapter 30 - Government combinations

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
TAX ABATEMENTS								
					12-585-00	Explanation: If the government has tax abatement program(s) as defined by GASB Statement 77, paragraph 4 (COD T10.102) the notes to the financial statements should distinguish between tax abatements entered into by the government itself and tax abatements entered into by other governments that reduce the reporting government's tax revenues.	GASB Cod. Sec. T10.103	GAAFR Chapter 30 - Tax abatements
					12-585-01	For tax abatement programs entered into by the government itself, do the notes include the following, if applicable?  (1) Descriptions of the abatements, including the names and purposes of the abatements; the taxes being abated; the authority under which abatement agreements are entered into; the mechanisms by which taxes are abated; recapture provisions; and commitments made by the recipients of abatements? (2) Gross dollar amount of tax revenue reduced in the current year (accrual basis)? (3) Any amounts received or receivable from another government? (4) Descriptions of any other commitments the government has made in addition to reducing tax revenues? (5) The quantitative threshold for disclosing individual tax abatement agreements?  Note: If any of the required disclosure items are legally prohibited from being disclosed, the government should provide a general description of the information omitted and disclose the specific source of the legal prohibition.	GASB Cod. Sec. T10.105	GAAFR Chapter 30 - Tax abatements
					12-585-02	For tax abatement programs entered into by other governments that reduce the reporting government's revenue, do the notes include the following, if applicable?  (1) Descriptions of the abatements, including the names of governments entering into the tax abatement agreements and the taxes being abated? (2) Gross dollar amount of tax revenue reduced in the current year (accrual basis)? (3) Any amounts received or receivable from another government? (4) The quantitative threshold for disclosing individual tax abatement agreements?  Note: If any of the required disclosure items are legally prohibited from being disclosed, the government should provide a general description of the information omitted and disclose the specific source of the legal prohibition.	GASB Cod. Sec. T10.106	GAAFR Chapter 30 - Tax abatements
FINANCIAL SECTION								
NOTE DISCLOSURE (OTHER THAN THE SSAP AND PENSION/OPEB-RELATED DISCLOSURES)								
OTHER DISCLOSURES								
					12-590-01	Do the notes disclose any deficit fund balance/net position in an individual fund that is not visible on the face of the basic financial statements?	GASB Cod. Sec. 2300.106n	GAAFR Chapter 30 - Deficit in individual funds
					12-590-02	If there is substantial doubt about the government's ability to continue as a going concern, do the notes to the financial statements include the necessary disclosures?	GASB Cod. Sec. 2250.121	GAAFR Chapter 30 - Going-concern considerations
					12-590-03	If the government reports a prior-period adjustment (accounting changes or error corrections), do the notes explain the nature of the adjustment or change and the cumulative effect of the adjustment or change, and include the required disclosures for the type of restatement?		GAAFR Chapter 30 - Accounting changes
					12-590-04	If the government engaged in material related party transactions, do the notes disclose the following, as applicable? (1) The nature of the relationship(s) involved? (2) A description of the transactions, including transactions to which no amounts or nominal amounts were ascribed, for each of the years for which financial statements are presented, and such other information deemed necessary to gain an understanding of the effects of the transactions on the financial statements? (3) The dollar amounts of transactions for each of the years for which financial statements are presented and the effects of any change in the method of establishing the terms from that used in the preceding year? (4) Amounts due from or to related parties as of the date of each statement of net position presented and, if not otherwise apparent, the terms and manner of settlement?	GASB Cod. Sec. 2250.107	GAAFR Chapter 30 - Related-party transactions
					12-590-05	If the government has been the recipient of an donor-restricted endowment, do the notes describe the endowment?	GASB Cod. Sec. 2300.123	GAAFR Chapter 30 - Donor-restricted endowment disclosures
					12-590-06	Do the notes disclose subsequent events (recognized and/or nonrecognized)?	GASB Cod. Sec. 2250.109, .111, .114-.115	GAAFR Chapter 30 - Significant effects of subsequent events
					12-590-07	Do the notes disclose material violations of finance-related legal and contractual provisions and the actions has taken by the government to address the violations?	GASB Cod. Sec. 1200.112	GAAFR Chapter 30 - Violations of legal or contractual provisions
For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections								
					12-590-03a	Did the government report a restatement/adjustment to beginning net position/fund net position/fund balance (collectively, "beginning position") for an accounting change (change in accounting principle, change in accounting estimate or change to or within the financial reporting entity) and/or a error correction? If so were the applicable items in the following questions disclosed?		
					12-590-03-1a	If the government made a accounting change for a <b>change in accounting principle</b> , were the following disclosed? (1) The nature of the change. For adoption of a new principle, identify the line items, excluding totals, in the financial statement that have been affected. For the implementation of a new pronouncement, identify the new pronouncement; (2) An explanation of why the new treatment is considered preferable (unless the government is implementing a new pronouncement); (3) If applicable, an explanation of why it is not practicable (as noted earlier, inconvenience does not meet the threshold) for the government to restate prior periods presented (for governments issuing comparative financial statements); and (4) The effect of the change on beginning position discussed in 12-590-03-5?	GASB Cod. Sec. 2250.137-.138	GAAFR Chapter 30 - Accounting changes and error corrections (for governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections
					12-590-03-2a	If the government made a accounting change for a <b>change in accounting estimate</b> , were the following disclosed? (1) The nature of the change and identification of the line items, excluding totals, in the financial statement that have been affected; (2) If the change in estimate is a result of a change in the measurement methodology, an explanation of why the new measurement methodology is considered preferable (unless the change is required by a pronouncement)?	GASB Cod. Sec. 2250.141	GAAFR Chapter 30 - Accounting changes and error corrections (for governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections
					12-590-03-3a	If the government made a accounting change for a <b>change to or within the financial reporting entity</b> , were the following disclosed? (1) The nature of the change; (2) The reason for the change (except for changes in major funds due to meeting or not meeting quantitative thresholds); and (3) The effect of the change on beginning position, discussed in 12-590-03-5?	GASB Cod. Sec. 2250.143-.144	GAAFR Chapter 30 - Accounting changes and error corrections (for governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections



Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					12-590-03-4a	If the beginning position was restated due to an <b>error correction</b> , were the following disclosed? (1) The nature of the error, the periods affected by the error, and identification of the line items, excluding totals, in the financial statement that have been affected; (2) The effect (at both the government-wide and fund levels) on the amount reported for changes in net position/fund balance in the previous period if only one period is presented, or, if more than one period is presented, the effect on the prior periods presented; and (3) The effect on beginning position discussed in 12-590-03-5?	GASB Cod. Sec. 2250.147-.148	GAAFR Chapter 30 - Accounting changes and error corrections (for governments that have implemented GASB Statement No. 100, <i>Accounting Changes and Error Corrections</i> )
					12-590-03-5a	Has the government provided details in a table that reconciles the beginning position previously reported in the financial statements to the adjusted or restated beginning position? The table should summarize each amount that changed that is part of the aggregated amount displayed on the face of the statements, by each type of accounting change and error correction, and by reporting unit.  Note: the table is only needed if there are multiple accounting changes and/or errors and they are not displayed individually on the face of the basic financial statement(s).	GASB Cod. Sec. 2250.152-.154	GAAFR Chapter 30 - Accounting changes and error corrections (for governments that have implemented GASB Statement No. 100, <i>Accounting Changes and Error Corrections</i> )

#### FINANCIAL SECTION

#### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

					13-600-00	<p>Explanation: Questions 13-600-00 thru 13-615-99 are for disclosures that should be made for benefits provided through each pension and OPEB plan that is <i>administered through a trust or equivalent arrangement</i> in which the government (as an employer) participates. To be a GASB-compliant <i>trust or equivalent arrangement</i>, all three of the following criteria must be met: (1) Contributions from employers and nonemployer contributing entities to the pension/OPEB plan and earnings on those contributions are irrevocable; (2) Pension/OPEB plan assets are dedicated to providing pensions to plan members in accordance with the benefit terms; and (3) Pension/OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, and the pension/OPEB plan administrator. If the plan is a defined benefit pension/OPEB plan, plan assets also are legally protected from creditors of the plan members. Throughout this section of the checklist, pensions and OPEB are referred to as "pension/OPEB." Please note that separate disclosures are required for each pension and OPEB plan.</p> <p>Applicable disclosures for each pension and each OPEB plan should be made separately (in different notes). When a government participates in more than one such pension or OPEB plan, the disclosures that relate to more than one pension plan or more than one OPEB plan should be combined in a manner that avoids unnecessary duplication.</p> <p>When the type of plan is either a single-employer or agent multiple-employer pension/OPEB plan and the individual plan provides benefits to both the employees of a primary government and its component units, the note disclosures in the reporting entity's financial statements should separately identify amounts associated with the primary government (including its blended component units) and those associated with its discretely presented component units. Further, in the reporting entity's financial report, the requirements for a single or agent multiple-employer plan should be applied. However, in stand-alone financial statements, each government should account for and report its participation in the single-employer or agent pension plan by applying the allocation requirements for a cost sharing multiple-employer plan (assuming the amounts to allocate are material).</p> <p>When an employer includes the pension/OPEB plan in its financial reporting entity as a pension/ OPEB trust fund or as a fiduciary component unit, the plan disclosures required for each pension/ OPEB that issues a stand-alone report that follows the guidance of GASB Statement Nos. 67 and 74 should also be combined in a manner that avoids unnecessary duplication with the required employer reporting which follows the guidance of GASB Statement Nos. 68 and 75.</p>		
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#### FINANCIAL SECTION

#### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

#### ALL PLANS

#### SUMMARY OF PLAN BALANCES

					13-600-01	<p>If the government participates in more than one pension or OPEB plan (single-employer, agent-multiple, or cost-sharing), trusted or non-trusted, do the notes provide the <u>aggregated total balances of pension and OPEB related assets, deferred outflows of resources, liabilities, deferred inflows of resources, and expense/expenditures</u> if the total amounts are not identifiable in the financial statements.</p> <p>Note: One summary is required for pensions and one for OPEB.</p>	<p>GASB Cod. Sec P20.137, .176</p> <p>GASB Cod. Sec P22.130</p> <p>GASB Cod. Sec. P50.144, .189</p> <p>GASB Cod. Sec. P52.131, .157</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Aggregated disclosures for all defined benefit plans
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#### FINANCIAL SECTION

#### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

#### DEFINED BENEFIT PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT

#### PLAN DESCRIPTION

					13-610-01	If the government participates in a defined benefit pension/OPEB plan that is <i>administered through a trust or equivalent arrangement</i> , do the notes provide information for the plan regardless of its type?	<p>GASB Cod. Sec P20.138-.145, .177-.182</p> <p>GASB Cod. Sec. P50.145-.153, .190-.196</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-1	Do the disclosures provide the name of the pension/OPEB plan?	<p>GASB Cod. Sec P20.140a, .178a</p> <p>GASB Cod. Sec. P50.147a, .191a</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-2	Do the disclosures identify the public employee retirement system or other entity that administers the pension/OPEB plan?	<p>GASB Cod. Sec P20.140a, .178a</p> <p>GASB Cod. Sec. P50.147a, .191a</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans

Special			Unit * Item		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-610-01-3	Do the disclosures identify the type of pension/OPEB plan (e.g., a single-employer, agent multiple- employer, or cost-sharing multiple-employer pension/OPEB plan)?	GASB Cod. Sec P20.140a, .178a GASB Cod. Sec. P50.147a, .191a	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-4	Do the disclosures describe the benefit terms, including: 1) the classes of employees covered; 2) the types of benefits; 3) the key elements of the pension/OPEB formulas; and 4) the terms or policies, if any, with respect to automatic postemployment benefit changes, including automatic cost-of-living adjustments (COLAs) and ad hoc postemployment benefit changes, including ad hoc COLAs; 5) the authority under which benefit terms are established or may be amended; and 6) if the pension/OPEB plan is closed to new entrants, a disclosure to that fact?	GASB Cod. Sec P20.140b, .178b GASB Cod. Sec. P50.147b, .191b	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-5	For single-employer and agent multiple-employer plans only, do the disclosures provide the number of employees covered by the benefit terms in total and separately for 1) inactive employees (or their beneficiaries) currently receiving benefits, 2) inactive employees entitled to, but not yet receiving benefits, and (3) active employees?	GASB Cod. Sec P20.140c GASB Cod. Sec. P50.147c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-6	Do the disclosures describe contribution requirements, including 1) the basis for determining the employer's contributions (for example, statute, contract, an actuarial basis, or some other manner); 2) identification of the authority under which contribution requirements of employers, nonemployer contributing entities (if any), and employees are established or may be amended; 3) the contribution rates (in dollars or as a percentage of covered payroll) of those entities for the reporting year, and 4) if not otherwise disclosed, the total amount of contributions recognized by the pension/OPEB plan from the employer during the reporting year?  Note: For OPEB plans, if there are legal or contractual contribution maximum contributions, the employer should disclose them.	GASB Cod. Sec P20.140d, .178c GASB Cod. Sec. P50.147d, .191c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-01-7	Do the disclosures indicate whether there is a separate publicly available report for the pension/OPEB plan and, if so, how to obtain the report (e.g., e-mail address, telephone, or mailing address, or by providing the office location of where the report can be obtained)?	GASB Cod. Sec P20.140e, .178d GASB Cod. Sec. P50.147e, .191d	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans

#### FINANCIAL SECTION

##### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

##### DEFINED BENEFIT PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT

##### INFORMATION ABOUT THE NET PENSION/OPEB LIABILITY

					13-610-02	Do the notes provide information about the significant assumptions and other inputs used to measure the total pension/OPEB liability (TPL/TOPEBL)? If so, do the disclosures include information about: (1) Inflation? (2) Salary changes? (3) Ad hoc postemployment benefit changes (including ad hoc COLAs)? (4) Source of mortality assumptions? (Assumptions may be based, for example, on published tables or on an experience study of the covered group.) (5) The dates of experience studies on which significant assumptions are based? (6) Rates assumed for different years (if applicable)? (7) <b>OPEB</b> : Healthcare cost trend rates? (8) <b>OPEB</b> : Sharing of benefit-related costs with inactive employees? (9) <b>OPEB</b> : If the alternative measurement method is used, the source of or basis for all significant assumptions selected? (10) <b>OPEB</b> : Net OPEB liability calculated using a healthcare cost trend rate that is 1% point higher and lower than the assumed healthcare cost trend rate?	GASB Cod. Sec P20.141, .179  GASB Cod. Sec. P50.148-.149, .192-.193	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-03	Do the notes provide information about the discount rate? If so, do the disclosures include: (1) The rate applied in the current measurement and, if applicable, the change in the discount rate since the prior measurement date? (2) Assumptions about projected cash flows? (Assumptions should be disclosed for contributions from 1) employers, 2) nonemployer contributing entities, and 3) plan members, when applicable.) (3) The long-term expected rate of return on pension/OPEB plan investments and a description of how it was determined, (including significant methods and assumptions)? (4) The municipal bond rate used and the source of that rate, if applicable? (5) If a blended rate is used, the years of projected benefit payments to which the long-term expected rate of return and the municipal bond rate were applied? (6) The assumed asset allocation of the plan's portfolio, the long-term expected real rate of return (ROR) for each major asset class, and (if not otherwise disclosed) whether the expected ROR is presented as an arithmetic or geometric mean? (7) The NPL/NOPEBL calculated using 1) the discount rate plus 1% and 2) the discount rate minus 1%?	GASB Cod. Sec P20.142, .180 GASB Cod. Sec. P50.150, .194	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-03-1	<u>Explanation</u> : When the plan is a cost sharing multiple-employer plan, the NPL/NOPEBL reported by each employer government is its proportionate share of the collective NPL/NOPEBL for the cost sharing plan as a whole. Consistent with that reporting, the alternate calculations of the NPL/NOPEBL described above should use the employer's proportionate share of the cost sharing plan's collective NPL/NOPEBL (rather than the NPL/NOPEBL for the cost-sharing plan as a whole).		

Special			Unit * Item		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-610-04	Do the notes provide information about the employer balances of deferred outflows of resources and deferred inflows of resources for the plan? If so, are the amounts classified as follows, if applicable: (1) Differences between expected and actual experience in the measurement of the total pension/OPEB liability? (2) Changes of assumptions or other inputs? (3) Net difference between projected and actual earnings on pension/OPEB plan investments? (4) If the plan is a single-employer or agent plan with a special funding situation or a cost sharing plan, changes in the employer's proportion of the balances and differences between the employer's contributions (other than those to separately finance specific liabilities of the individual employer to the pension/OPEB plan) and the employer's proportionate share of contributions? (5) The employer's contributions to the pension plan subsequent to the measurement date of the net pension/OPEB liability/collective net pension/OPEB liability? (6) A schedule that presents the net amount of deferred outflows and inflows of resources that will affect the employers pension/OPEB expense individually for each of the subsequent five years, and, at a minimum, in the aggregate for subsequent years? (7) The amount of the employer's balance of deferred outflows, if any, that will be recognized as a reduction of the net pension/OPEB liability/collective net pension/OPEB liability?	GASB Cod. Sec. P20.145h-i, .182h-i  GASB Cod. Sec. P50.153h-i, .196h-i	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-04-1	<u>Explanation:</u> For a cost-sharing plan or a single-employer or agent plan when there is a special funding situation, the term "collective net pension/OPEB liability" is used to describe the net pension/OPEB liability. Accordingly, the disclosure of information relating to the collective net pension/OPEB liability only applies to cost-sharing plans and those single and agent plans that have a special funding situation.		
					13-610-05	Do the notes provide other information for the plan? If so, do the notes include:		
					13-610-05-1	The measurement date of the total pension/OPEB liability (TPL/TOPEBL)/ collective NPL/NOPEBL, the date of the actuarial valuation used as the basis for the TPL/TOPEBL/collective NPL/NOPEBL and, if applicable, the fact that update procedures were used to roll forward the total pension/OPEB liability to the measurement date?	GASB Cod. Sec. P20.145a, .182c  GASB Cod. Sec. P50.153a, .196c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-2	If applicable, (i.e. cost-sharing plans, special funding situations, single employer plan covering multiple members of the same reporting entity- PG and CUs) the employer's proportion (percentage) of the collective net pension/OPEB liability, the basis on which its proportion (percentage) was determined, and the change in its proportion (percentage) since the prior measurement date?	GASB Cod. Sec. P20.145b, .182b  GASB Cod. Sec. P50.153b, .196b	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-3	For cost-sharing plans only, the employer's proportionate amount (in dollars) of the collective net pension liability and, when there is a special funding situation, 1) the portion of the nonemployer contributing entities' total proportionate amount (in dollars) of the collective net pension liability that is associated with the employer and 2) the total of the employer's proportionate amount (in dollars) of the collective net pension liability and the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability that is associated with the employer?	GASB Cod. Sec. P20.182a  GASB Cod. Sec. P50.196a	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Public cost-sharing plans
					13-610-05-4	A brief description of changes of assumptions or other inputs that affected measurement of the total pension/OPEB liability since the prior measurement date?	GASB Cod. Sec. P20.145c, .182d  GASB Cod. Sec. P50.153c, .196d	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-5	A brief description of changes of benefit terms that affected measurement of the total pension/OPEB liability since the prior measurement date?	GASB Cod. Sec. P20.145d, .182e  GASB Cod. Sec. P50.153d, .196e	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-6	For single-employer and agent plans only, (if applicable) the amount of benefit payments in the measurement year attributable to the purchase of allocated insurance contracts, a brief description of the benefits for which allocated insurance contracts were purchased in the measurement year, and the fact that the obligation for the payment of benefits covered by allocated insurance contracts has been transferred from the employer to one or more insurance companies?	GASB Cod. Sec. P20.145e  GASB Cod. Sec. P50.153e	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans
					13-610-05-7	A brief description of the nature of changes between the measurement date of the net pension/OPEB liability/collective net pension/OPEB liability and the employer's reporting date that are expected to have a significant effect on the net pension/OPEB liability/employer's proportionate share of the collective net pension/OPEB liability, and the amount of the expected resultant change in the net pension/OPEB liability/employer's proportionate share of the collective net pension/OPEB liability (if known)?	GASB Cod. Sec. P20.145f, .182f  GASB Cod. Sec. P50.153f, .196f	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-8	Employer pension/OPEB expense recognized during the reporting year?	GASB Cod. Sec. P20.145g, .182g  GASB Cod. Sec. P50.153g, .196g	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-05-9	Revenue recognized for support from nonemployer contributing entities (if any)?	GASB Cod. Sec. P20.145j, .182j  GASB Cod. Sec. P50.153j, .196j	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans
					13-610-06	If the government is an employer in a single-employer or agent multiple-employer defined benefit pension/OPEB plan that is <i>administered through a trust or equivalent arrangement</i> do the notes provide additional information for the plan?	GASB Cod. Sec. P20.144  GASB Cod. Sec. P50.152	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-610-06-1	Do the disclosures include a schedule that presents the beginning and ending balances for each of the following items: 1) the total pension/OPEB liability (TPL/TOPEBL), 2) the pension/OPEB plan's fiduciary net position (FNP), and 3) the net pension/OPEB liability (NPL/NOPEBL)? If so, does the schedule separately present the effect on those items from each of the following, (as applicable): (1) Service cost? (2) Interest on the TPL/TOPEBL? (3) Changes of benefit terms? (4) Differences between expected and actual experience in the measurement of the TPL/TOPEBL? (5) Changes of assumptions or other inputs? (6) Contributions from employers? (7) Contributions from nonemployer contributing entities? (8) <b>Pension</b> – Contributions from employees? <b>OPEB</b> – Contributions from active employees and inactive employees not yet receiving benefit payments? (9) Pension/OPEB plan net investment income? (10) Benefit payments, including refunds of plan member contributions? (11) Pension/OPEB plan administrative expense? (12) Other changes, separately identified if individually significant?  Explanation: When there is a special funding situation, the information should be provided for the collective net pension/OPEB liability.	GASB Cod. Sec P20.144a-c  GASB Cod. Sec. P50.152a-c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans
					13-610-06-2	Does the plan have a special funding situation? If so, do the notes disclose: (1) The nonemployer contributing entity's total proportionate share of the collective net pension/OPEB liability? (2) The employer's proportionate share of the collective net pension/OPEB liability?	GASB Cod. Sec P20.144d  GASB Cod. Sec. P50.152d	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent

#### FINANCIAL SECTION

##### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

##### DEFINED BENEFIT PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT

##### NONEMPLOYER CONTRIBUTING ENTITY

					13-611-01	Is the government a nonemployer contributing entity to a defined benefit pension/OPEB plan that is <i>administered through a trust or equivalent arrangement</i> ? If so:  If applicable, these disclosures should be made for benefits provided through each pension/OPEB plan for which the government is a nonemployer contributing entity. When the government contributes to more than one such plan, the disclosures should be combined in a manner that avoids unnecessary duplication (separating pension from OPEB plans).		
					13-611-02	Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation and does the government recognize a <b>substantial proportion</b> of the collective net pension/OPEB liability of the plan? If so, do the notes provide all of the information on the arrangement required by GAAP?  A special funding situation exists when a nonemployer government is legally required to make contributions directly to a plan that provides pension or OPEB to employees of one or more other entities, under certain circumstances.	GASB Cod. Sec. P20.212-.217  GASB Cod. Sec. P50.231-.237	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-1	Do the disclosures provide the name of the pension/OPEB plan?	GASB Cod. Sec. P20.213a  GASB Cod. Sec. P50.232a	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-2	Do the disclosures provide the public employee retirement system or other entity that administers the pension/OPEB plan?	GASB Cod. Sec. P20.213a  GASB Cod. Sec. P50.232a	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-3	Do the disclosures identify the type of pension/OPEB plan (e.g., a single-employer, agent multiple-employer, or cost-sharing multiple-employer pension plan)?	GASB Cod. Sec. P20.213a  GASB Cod. Sec. P50.232a	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-4	Do the notes provide a brief description of the benefit terms, including 1) the classes of employees covered, 2) the types of benefits, 3) the key elements of the pension/OPEB formulas, 4) the terms or policies, if any, with respect to automatic postemployment benefit changes, including automatic cost-of-living adjustments (COLAs) and ad hoc postemployment benefit changes, including ad hoc COLAs, and 5) the authority under which benefit terms are established or may be amended? <i>A government should disclose if the pension/OPEB plan is closed to new entrants</i> .	GASB Cod. Sec. P20.213b  GASB Cod. Sec. P50.232b	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-5	Do the notes provide a brief description of contribution requirements, including 1) the basis for determining the governmental nonemployer contributing entity's contributions (for example, statute, contract, an actuarial basis, or some other manner); 2) identification of the authority under which contribution requirements of employers, nonemployer contributing entities, and employees are established or may be amended; and 3) the contribution rates (in dollars or as a percentage of covered payroll) of those entities for the reporting year?	GASB Cod. Sec. P20.213c  GASB Cod. Sec. P50.232c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL

Special			Unit * Item		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-611-02-6	If not otherwise disclosed, do the notes provide the total amount of contributions recognized by the pension/OPEB plan from the governmental nonemployer contributing entity during the reporting year?	GASB Cod. Sec. P20.213c GASB Cod. Sec. P50.232c	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-7	Do the disclosures provide whether the pension/OPEB plan issues a publicly available stand-alone financial report (or the pension/OPEB plan is included in the report of a public employee retirement system or another government) and, if so, how to obtain the report?	GASB Cod. Sec. P20.213d GASB Cod. Sec. P50.232d	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-8	Do the notes provide information about the significant assumptions and other inputs used to measure the total pension/OPEB liability (TPL/TOPEBL)? If so, do the disclosures include information about: (1) Inflation? (2) Salary changes? (3) Ad hoc postemployment benefit changes (including ad hoc COLAs)? (4) Source of mortality assumptions? (Assumptions may be based, for example, on published tables or on an experience study of the covered group.) (5) The dates of experience studies on which significant assumptions are based? (6) Rates assumed for different years (if applicable)? (7) <b>OPEB</b> : Healthcare cost trend rates? (8) <b>OPEB</b> : Sharing of benefit-related costs with inactive employees? (9) <b>OPEB</b> : Net OPEB liability calculated using a healthcare cost trend rate that is 1% point higher and lower than the assumed healthcare cost trend rate? (10) <b>OPEB</b> : If the alternative measurement method is used to measure the total OPEB liability, the source of or basis for all significant assumptions selected? (11) <b>OPEB</b> : The fact that projections are based on an established pattern of practice?	GASB Cod. Sec. P20.214 GASB Cod. Sec. P50.233-.234	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-9	Do the notes provide information about the discount rate, including: (1) The rate applied in the current measurement and, if applicable, the change in the discount rate since the prior measurement date? (2) Assumptions about projected cash flows (for example, contributions from 1) employers, 2) nonemployer contributing entities, and 3) plan members, when applicable)? (3) The long-term expected rate of return on pension/OPEB plan investments and a description of how it was determined, including significant methods and assumptions used for that purpose? (4) The municipal bond rate used and the source of that rate, if applicable? (5) The asset class, and (if not otherwise disclosed) whether the expected RORs are presented as arithmetic or geometric means? (6) The governmental nonemployer contributing entity's proportionate share of the collective net pension liability? (7) If a blended rate is used as the discount rate, the years of projected benefit payments to which the long-term expected rate of return and the municipal bond rate were applied? (8) The assumed asset allocation of the plan's portfolio, the long-term expected real rate of return (ROR) for each major asset class calculated using 1) the discount rate plus 1% and 2) the discount rate minus 1%?	GASB Cod. Sec. P20.215 GASB Cod. Sec. P50.235	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-10	When the notes indicate that separate information is publicly available for the pension/OPEB plan and how to obtain the report, do the notes also disclose: (1) That the pension/OPEB plan's fiduciary net position has been determined on the same basis used by the pension/OPEB plan? (2) The pension/OPEB plan's basis of accounting, including the policies with respect to benefit payments (including refunds of employee contributions)? (3) How investments are valued?	GASB Cod. Sec. P20.216 GASB Cod. Sec. P50.236	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-02-11	If all information required by GASB Statement Nos. 68 as amended and 75 and other financial reporting standards about the elements of the pension/OPEB plan's basic financial statements (that is, all information about the pension/OPEB plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position) is not available in a separate report, has the employer government provided all of this information in its financial statements? Refer to question 13-615-01 and the related explanations.	GASB Cod. Sec. P20.216 GASB Cod. Sec. P50.236	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL

			Special		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A	Unit	* Item				
					13-611-02-12	<p>Is the following information disclosed when it is applicable?</p> <p>(1) The governmental nonemployer contributing entity's proportionate amount (in dollars) of the collective net pension/OPEB liability, its proportion (percentage) of the collective net pension/OPEB liability, the basis on which its proportion was determined, and the change in its proportion since the prior measurement date?</p> <p>(2) The measurement date of the collective NPL/NOPEBL, the date of the actuarial valuation used as the basis for the total pension/OPEB liability and, if applicable, the fact that update procedures were used to roll forward the total pension liability to the measurement date?</p> <p>(3) A brief description of changes of assumptions or other inputs and changes in benefit terms (if any) that affected measurement of the total pension/OPEB liability since the prior measurement date?</p> <p>(4) A brief description of changes of benefit terms that affected measurement of the total pension/OPEB liability since the prior measurement date?</p> <p>(5) A brief description of the nature of changes between the measurement date of the collective net pension/OPEB liability and the governmental nonemployer contributing entity's reporting date that are expected to have a significant effect on the governmental nonemployer contributing entity's proportionate share of the collective net pension/OPEB liability, and the amount of the expected resultant change in the governmental nonemployer contributing entity's proportionate share of the collective net pension/OPEB liability (if known)?</p> <p>(6) The amount of pension/OPEB expense recognized during the reporting year by the governmental nonemployer contributing entity as a result of the special funding situation?</p> <p>(7) The governmental nonemployer contributing entity's balances of deferred outflows of resources and deferred inflows of resources, by type, for the plan as a result of a special funding situation classified as follows (if applicable): (1) differences between expected and actual experience in the measurement of the TPL/TOL (2) changes of assumptions or other inputs (3) changes in the nonemployer contributor's proportion and differences between the nonemployer contributor's contributions (other than those applicable to separately financed specific liabilities of the individual employer) and the nonemployer contributor's proportionate share of contributions (4) the governmental nonemployer contributing entity's contributions to the pension/OPEB plan subsequent to the measurement date of the collective net pension/OPEB liability?</p> <p>(8) A schedule that presents the net amount of deferred outflows and inflows of resources that will affect the governmental nonemployer contributing entity's pension/OPEB expense individually for each of the subsequent five years, and, at a minimum, in the aggregate for subsequent years?</p> <p>(9) The amount of the governmental nonemployer contributing entity's balance of deferred outflows of resources, if any, that will be recognized as a reduction of the collective net pension/OPEB liability?</p>	<p>GASB Cod. Sec. P20.217</p> <p>GASB Cod. Sec. P50.237</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
					13-611-03	<p>Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation, but the government recognizes <b>less than a substantial proportion</b> of the collective net pension/OPEB liability of the plan? If so, do the notes provide all of the information on the arrangement required by GAAP?</p> <p>Explanation: See the explanation to 13-620-00-2 for the definition of a special funding situation. If the government is a nonemployer contributing entity to more than one such plan, the required disclosures for the liabilities recognized by the government may be presented in the aggregate.</p> <p>(1) The name of the pension/OPEB plan?</p> <p>(2) The public employee retirement system or other entity that administers the pension/OPEB plan?</p> <p>(3) Identification of the type of pension/OPEB plan (e.g., a single-employer, agent multiple-employer, or cost-sharing multiple-employer pension plan)?</p> <p>(4) The basis for determining the governmental nonemployer contributing entity's contributions (for example, statute, contract, an actuarial basis, or some other manner)?</p> <p>(5) Identification of the authority under which the governmental nonemployer contributing entity's contribution requirements are established or may be amended?</p> <p>(6) The total amount of contributions recognized by the pension/OPEB plan from the governmental nonemployer contributing entity during the reporting year?</p> <p>(7) The governmental nonemployer contributing entity's proportionate amount (in dollars) of the collective net pension/OPEB liability, its proportion (percentage) of the collective net pension liability, the basis on which its proportion was determined, and the change (if any) in its proportion since the prior measurement date?</p> <p>(8) Amount of pension/OPEB expense recognized during the reporting year by the governmental nonemployer contributing entity as a result of the special funding situation?</p> <p>(9) The governmental nonemployer contributing entity's balances of deferred outflows of resources and deferred inflows of resources as a result of the special funding situation?</p>	<p>GASB Cod. Sec. P20.220</p> <p>GASB Cod. Sec. P50.240</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan contributors that recognize a less-than-substantial portion of the collective NPL/NOL
					13-611-04	<p>Note: If the government is a nonemployer contributing entity but its obligation for contributions does not meet the definition of a special funding situation, note disclosures are NOT required.</p>	<p>GASB Cod. Sec. P20.223</p> <p>GASB Cod. Sec. P50.243</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors' disclosures for trusted defined benefit plans - Defined benefit plan contributors that recognize a less-than-substantial portion of the collective NPL/NOL

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS</b> <b>DEFINED CONTRIBUTION PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT</b> <b>PLAN DESCRIPTION</b>								
					13-612-01	<p>If the government participates as an employer in a defined contribution pension/OPEB plan that is administered through a trust or equivalent arrangement (regardless of whether there is a special funding situation), do the notes provide the following information for the plan?</p> <p>(1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution pension/OPEB plan?</p> <p>(2) A brief description of the benefit terms (including terms, if any, related to vesting and forfeitures and the policy related to the use of forfeited amounts) and the authority under which benefit terms are established or may be amended?</p> <p>(3) The contribution (or crediting) rates (in dollars or as a percentage of salary) for employees, the employer, and nonemployer contributing entities, if any, and the authority under which those rates are established or may be amended?</p> <p>(4) The amount of pension/OPEB expense recognized for the reporting year?</p> <p>(5) The amount of forfeitures reflected in pension/OPEB expense for the reporting year?</p> <p>(6) The amount of the employer's liability outstanding at the end of the year, if any?</p> <p>Explanation: The information should be disclosed for each defined contribution pension/OPEB plan to which an employer is required to contribute.</p>	<p>GASB Cod. Sec. P21.112</p> <p>GASB Cod. Sec. P51.110</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plansIndividual disclosures for each defined contribution plan – trusted plans - Pension and OPEB disclosures for employers in defined contribution plans
					13-612-02	<p>If there is a nonemployer contributing entity or entities (regardless of whether the criteria for a special funding situation are met)? If so, do the notes disclose:</p> <p>(1) The proportion of the total pension expense that is represented by the employer's expense?</p> <p>(2) The amount of revenue recognized as a result of the support provided by nonemployer contributing entities?</p>	<p>GASB Cod. Sec. P21.115, .121</p> <p>GASB Cod. Sec. P51.113, .119</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plansIndividual disclosures for each defined contribution plan – trusted plans - Pension and OPEB disclosures for employers in defined

**FINANCIAL SECTION**  
**NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS**  
**DEFINED CONTRIBUTION PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT**  
**NONEMPLOYER CONTRIBUTING ENTITY**

					13-613-01	Is the government a nonemployer contributing entity to a defined contribution pension/OPEB plan that is <i>administered through a trust or equivalent arrangement</i> ?		
					13-613-01-1	<p>Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation, and if so, is the government required to contribute <b>a substantial proportion</b> of the total contributions from the employer and nonemployer contributing entities? If so, do the notes provide all of the information on the arrangement required by GAAP?</p> <p>(1) The name of the pension/OPEB plan?</p> <p>(2) The public employee retirement system or other entity that administers the pension/OPEB plan?</p> <p>(3) Identification of the pension/OPEB plan as a defined contribution pension plan?</p> <p>(4) A brief description of the benefit terms?</p> <p>(5) Terms, if any related to vesting and forfeitures and the policy related to the use of forfeited amounts?</p> <p>(6) The authority under which benefit terms are established or may be amended?</p> <p>(7) The contribution (or crediting) rates (in dollars or as a percentage of salary) for employees, the employer, and nonemployer contributing entities?</p> <p>(8) The authority under which those rates are established or may be amended?</p> <p>(9) The amount of expense recognized by the governmental nonemployer contributing entity in the reporting year as a result of the special funding situation?</p> <p>(10) The amount of forfeitures reflected in expense recognized by the governmental nonemployer contributing entity?</p> <p>(11) The proportion of the total pension/OPEB expense for pensions/OPEB provided through the pension/OPEB plan that is represented by the governmental nonemployer contributing entity's expense?</p> <p>(12) The amount of the governmental nonemployer contributing entity's liability resulting from the special funding situation outstanding at the end of the year (if any)?</p>	<p>GASB Cod. Sec. P21.119</p> <p>GASB Cod. Sec. P51.117</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plansIndividual disclosures for each defined contribution plan – trusted plans - Pension & OPEB disclosures for nonemployer contributors of a substantial portion of total contributions to defined contribution plans
					13-613-01-2	<p>Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation, but the government is required to contribute a <b>less than substantial proportion</b> of the total contributions from the employer and nonemployer contributing entities? If so, do the notes provide all of the information on the arrangement required by GAAP?</p> <p>(1) The name of the pension/OPEB plan?</p> <p>(2) Identification of the public employee retirement system or other entity that administers the pension/OPEB plan?</p> <p>(3) Identification of the pension plan/OPEB as a defined contribution pension plan?</p> <p>(4) The contribution (or crediting) rates (in dollars or as a percentage of salary) for the governmental nonemployer contributing entity?</p> <p>(5) The authority under which those rates are established or may be amended?</p> <p>(6) The proportion of the total pension/OPEB expense for pensions/OPEB provided through the pension plan that is represented by the governmental nonemployer contributing entity's expense?</p> <p>(7) The amount of the governmental nonemployer contributing entity's liability outstanding at the end of the year (if any)?</p> <p>Explanation: See the explanation to question 13-620-00-2 for the definition of a special funding situation.</p>	<p>GASB Cod. Sec. P21.120</p> <p>GASB Cod. Sec. P51.118</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plansIndividual disclosures for each defined contribution plan – trusted plans - Pension & OPEB disclosures for nonemployer contributors of a less-than-substantial portion of total contributions to defined contribution plans
					13-613-01-3	<p>If the government is a nonemployer contributing entity, but its obligation for contributions does not meet the definition of a special funding situation, note disclosures are, nevertheless, required. In such cases, are the following disclosures made?</p> <p>(1) The name of the pension/OPEB plan?</p> <p>(2) Identification of the public employee retirement system or other entity that administers the pension/OPEB plan?</p> <p>(3) Identification of the pension/OPEB plan as a defined contribution pension plan?</p> <p>(4) The amount of expense recognized by the governmental nonemployer contributing entity in the reporting year as a result of its legal obligation to contribute?</p> <p>(5) The amount of the governmental nonemployer contributing entity's liability outstanding at the end of the year (if any)?</p>	<p>GASB Cod. Sec. P21.122</p> <p>GASB Cod. Sec. P51.120</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plansIndividual disclosures for each defined contribution plan – trusted plans - Defined contribution plan nonemployer contributors that are not in special funding situations

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
			FINANCIAL SECTION NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS DB/DC PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT PENSION/OPEB PLAN ISSUES SEPARATE REPORT					
					13-614-00	Explanation: The notes should indicate whether the separate information for the plan is available as a stand-alone financial report that the plan issues or the plan is included as a fiduciary fund in another government's report (e.g., the report of a public employee retirement system or another government). The disclosure about how to obtain the report can be addressed by various methods that include providing a link to the report on the public employee retirement system's website, providing contact information (e.g., e-mail address, telephone, or mailing address), or providing the office location of where the report can be obtained.		
					13-614-01	If the government is an employer or a nonemployer contributing entity for a defined benefit pension/OPEB plan (regardless of its type) that is administered through a trust or equivalent arrangement, and the plan is reported as a pension (and other employee benefit) trust fund, and that plan issues a separate report, do the notes provide additional information? (1) That the plan issues a separate publicly available report and how to obtain the report? (2) That the plan's fiduciary net position has been determined on the same basis used by the pension plan? (3) The plan's basis of accounting, including the policies with respect to benefit payments (including refunds of employee contributions)? (4) How investments are valued? (5) Information about the substance and magnitude of significant changes that indicate the plan's disclosures generally do not reflect the facts and circumstances at the government's measurement date (if applicable)?	GASB Cod. Sec. P20.143, .181, .216  GASB Cod. Sec. P50.151, .195, .236	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Single-employer and agent plans, Public cost-sharing plans, Defined benefit plan nonemployer contributors that recognize a substantial portion of the collective NPL/NOL
			FINANCIAL SECTION NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS DB/DC PLANS HELD IN TRUST OR EQUIVALENT ARRANGEMENT PENSION/OPEB PLAN DOES NOT ISSUE SEPARATE REPORT					
					13-615-01	If the government is an employer or a nonemployer contributing entity for a defined benefit plan (regardless of the type of plan) that is <i>administered through a trust or equivalent arrangement</i> , and the plan is reported as a pension (and other employee benefit) trust fund, but that plan does not issue a separate report, do the notes include financial statements for each such individual plan (regardless of the type of plan) if the individual fund statements that provide this information are not within the scope of the audit?  Explanation: If the independent auditor only takes in relation to responsibility for the individual fund statements, then the financial statements for each individual benefit plan should be included within the notes so that data for each benefit plan is included within the scope of the audit.	GASB Cod. Sec. 2200.197  GASB Cod. Sec. Pe5.104, .126, footnote 6  GASB Cod. Sec. Po50.102, .128, footnote 7  GASB Cod. Sec. Pe6.103, .107  GASB Cod. Sec. Po51.102, .105	GAAFR Chapter 36 - Notes to the financial statements
					13-615-02	Do the notes include all disclosures required of such stand-alone plans (regardless of the type of plan)?  Explanation: The disclosure requirements for such benefit plans in the absence of a separately issued report (which should be merged with the sponsoring government's employer disclosures to avoid duplication) can be found in GFOA's Pension and Other Postemployment Benefit System Cash and Investment Pools Preparer Checklist.  <a href="https://www.gfoa.org/opeb-checklist">https://www.gfoa.org/opeb-checklist</a>	GASB Cod. Sec. Pe5.126, footnote 6  GASB Cod. Sec. Po50.128, footnote 7  GASB Cod. Sec. Pe6.107  GASB Cod. Sec. Po51.105	GAAFR Chapter 36 - Notes to the financial statements
			FINANCIAL SECTION NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS DEFINED BENEFIT PLANS NOT HELD IN TRUST OR EQUIVALENT ARRANGEMENT					
					13-620-00	Explanation: Questions 13-620-01 thru 13-623-99 are for disclosures that should be made for benefits provided through each pension and OPEB plan that is <b>NOT administered through a trust or equivalent arrangement as defined in GASB Statements 68 and 75 [COD P20.101 and COD P50.101, respectively] in which the government (as an employer or nonemployer contributing entity) participates.</b>  Applicable disclosures for each individual pension plan should be made in a single pension note, and those for each individual OPEB plan should be made in a single OPEB note. When a government participates in more than one such pension plan or OPEB plan, the disclosures that relate to more than one pension plan or more than one OPEB should be combined in a manner that avoids unnecessary duplication.  When the type of plan is either a single-employer or agent multiple and the individual plan provides benefits to both the employees of a primary government and its component units, the note disclosures in the reporting entity's financial statements should separately identify amounts associated with the primary government (including its blended component units) and those associated with its discretely presented component units.	GASB Cod. Sec. P22.130-.132  GASB Cod. Sec. P52.131-.133	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans
					13-620-00-1	Explanation: For purposes of classifying a pension/OPEB plan as single-employer or multiple-employer, a primary government and its component units are considered one employer. For purposes of stand-alone financial reporting in that circumstance, the primary government and the component unit are required to recognize a proportionate share of the collective total pension/OPEB liability. The checklist has indicated disclosures specific to this situation as <b>stand-alone reports</b> . All other disclosures would apply.	GASB Cod. Sec. P22.115, .139  GASB Cod. Sec. P52.110, .141	GAAFR Chapter 20 - How defined benefits are administered - Single-employer plans
					13-620-00-2	Explanation: Special funding situations involve circumstances in which a nonemployer entity is legally responsible for making benefit payments directly to the employees of another entity as the pension/OPEB come due and <i>either</i> of the following conditions exists: a) the amount of benefit payments for which the nonemployer entity is legally responsible is <i>not</i> dependent upon one or more events or circumstances unrelated to the pensions/OPEB; or b) the nonemployer entity is the only entity with a legal obligation to make benefit payments as they come due.	GASB Cod. Sec. P22.111  GASB Cod. Sec. P52.108	GAAFR Chapter 20 - Recognition and measurement of pension and OPEB liabilities by governmental employers and nonemployer contributors benefits - Special funding



Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
			<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS</b> <b>DEFINED BENEFIT PLANS NOT HELD IN TRUST OR EQUIVALENT ARRANGEMENT</b> <b>PLAN DESCRIPTION</b>					
					13-620-01	<p>If the government participates in a defined benefit pension/OPEB plan that is NOT <i>administered through a trust or equivalent arrangement</i>, do the notes provide information for the plan regardless of its type?</p> <p>(1) Provide the name of the pension/OPEB plan?</p> <p>(2) Identify the public employee retirement system or other entity that administers the pension/OPEB plan?</p> <p>(3) Identify the type of pension/OPEB plan (e.g., a single-employer, or multiple-employer pension/OPEB plan)?</p> <p>(4) Describe the benefit terms, including: 1) the classes of employees covered; 2) the types of benefits; 3) the key elements of the pension/OPEB formulas;</p> <p>4) the terms or policies, if any, with respect to automatic postemployment benefit changes, including automatic cost-of-living adjustments (COLAs) and ad hoc postemployment benefit changes, including ad hoc COLAs, 5) the authority under which benefit terms are established or may be amended, and 6) if the pension/OPEB plan is closed to new entrants, a disclosure to that fact?</p> <p>(5) For single-employer reports: provide the number of employees covered by the benefit terms in total and separately for 1) inactive employees (or their beneficiaries) currently receiving benefits, 2) inactive employees entitled to, but not yet receiving benefits, and 3) active employees?</p> <p>(6) Do the notes indicate that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB codification P22.101 and P52.101, each criterion that the trust does not meet should be disclosed.</p> <p>(7) Identify the authority under which requirements for the employer and nonemployer contributing entities, if any, to pay pensions/OPEB as the benefits come due are established or may be amended? Also, do the notes include the amount paid by the employer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed?</p>	<p>GASB Cod. Sec. P22.133, .156</p> <p>GASB Cod. Sec. P52.134, .159</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans, Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
			<b>FINANCIAL SECTION</b> <b>NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS</b> <b>DEFINED BENEFIT PLANS NOT HELD IN TRUST OR EQUIVALENT ARRANGEMENT</b> <b>INFORMATION ABOUT THE TOTAL PENSION/OPEB LIABILITY</b>					
					13-620-02	<p>Do the notes provide information about the significant assumptions and other inputs used to measure the total/total collective pension/OPEB liability (TPL/TOPEBL)? If so, do the disclosures include information about:</p> <p>(1) Inflation?</p> <p>(2) Salary changes?</p> <p>(3) Ad hoc postemployment benefit changes (including ad hoc COLAs)?</p> <p>(4) Source of mortality assumptions? (Assumptions may be based, for example, on published tables or on an experience study of the covered group.)</p> <p>(5) The dates of experience studies on which significant assumptions are based?</p> <p>(6) Rates assumed for different years (if applicable)?</p> <p>(7) <b>OPEB:</b> Healthcare cost trend rates?</p> <p>(8) <b>OPEB:</b> Sharing of benefit-related costs with inactive employees?</p> <p>(9) <b>OPEB:</b> If the alternative measurement method is used, the source of or basis for all significant assumptions selected?</p> <p>(10) <b>OPEB:</b> Total OPEB liability calculated using a healthcare cost trend rate that is 1% point higher and lower than the assumed healthcare cost trend rate?</p>	<p>GASB Cod. Sec. P22.134, .157</p> <p>GASB Cod. Sec. P52.135-.136, .160-.161</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans, Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					13-620-03	<p>Do the notes provide information about the discount rate? If so, do the disclosures include:</p> <p>(1) The rate applied in the current measurement and the source of the rate?</p> <p>(2) The TPL/TOPEBL calculated using 1) the discount rate plus 1% and 2) the discount rate minus 1%?</p>	<p>GASB Cod. Sec. P22.134, .157</p> <p>GASB Cod. Sec. P52.135-.136, .160-.161</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans, Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					13-620-04	<p>Do the notes provide other information for the plan, if applicable?</p> <p>(1) The measurement date of the total/collective total pension/OPEB liability, the date of the actuarial valuation used as the basis for the total/collective total pension/ OPEB liability and, if applicable, the fact that update procedures were used to roll forward the total/collective total pension/OPEB liability to the measurement date?</p> <p>(2) The employer's proportion (percentage) of the collective total pension/OPEB liability, the basis on which its proportion (percentage) was determined, and the change in its proportion (percentage) since the prior measurement date? <b>Note: This would apply to single-employers with a special funding situation or stand- alone reports.</b></p> <p>(3) A brief description of changes of assumptions or other inputs that affected measurement of the total/collective total pension/OPEB liability since the prior measurement date?</p> <p>(4) A brief description of changes of benefit terms that affected measurement of the total/collective total pension/OPEB liability since the prior measurement date?</p> <p>(5) A brief description of the nature of changes between the measurement date of the total pension/OPEB liability and the employer's reporting date that are expected to have a significant effect on the employer's total pension/OPEB liability (or if the employer has a special funding situation, on the employer's proportionate share of the total pension liability), and the amount of the expected resultant change on the employer's total pension/OPEB liability (or if the employer has a special funding situation, on the employer's proportionate share of the total pension liability), if known?</p> <p>(6) Employer pension/OPEB expense recognized during the reporting year?</p> <p>(7) Revenue recognized for support from nonemployer contributing entities (if any)?</p>	<p>GASB Cod. Sec. P22.136, .158</p> <p>GASB Cod. Sec. P52.138, .162</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans, Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					13-620-05	<p><b>Stand-alone reports:</b> The employer's proportionate amount (in dollars) of the collective total pension/OPEB liability and, when there is a special funding situation, (1) the portion of the nonemployer contributing entities' total proportionate amount (in dollars) of the collective pension/OPEB liability that is associated with the employer and (2) the total of the employer's proportionate amount (in dollars) of the collective total pension/OPEB liability and the portion of the nonemployer contributing entities' total proportionate share of the collective total pension/OPEB liability that is associated with the employer?</p>	<p>GASB Cod. Sec. P22.158a</p> <p>GASB Cod. Sec. P52.162a</p>	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-620-06	<b>Single-employer reports:</b> The amount of benefit payments in the measurement year attributable to the purchase of allocated insurance contracts, a brief description of the benefits for which allocated insurance contracts were purchased in the measurement year, and the fact that the obligation for the payment of benefits covered by allocated insurance contracts has been transferred from the employer to one or more insurance companies?	GASB Cod. Sec. P22.136e GASB Cod. Sec. P52.138e	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans
					13-620-07	Do the notes provide information about the employer balances of deferred outflows of resources and deferred inflows of resources for the plan? (1) Differences between expected and actual experience in the measurement of the total pension/OPEB liability? (2) Changes of assumptions or other inputs? (3) Single-employer reports and if the employer has a special funding situation: changes in the employer's proportion and differences between (a) the amounts paid by the employer for pensions/OPEB as the benefits came due and (b) the employer's proportionate share of the total of certain amounts paid by the employer and nonemployer contributing entities for pensions/OPEB as the benefits came due? (4) Amounts associated with transactions subsequent to the measurement date of the total/collective total pension/OPEB liability? (5) A schedule that presents: (1) the net amount of deferred outflows and inflows of resources that will be recognized in the employers pension/OPEB expense individually for each of the subsequent five years, and, at a minimum, in the aggregate for subsequent years; (2) if no special funding, the amount of deferred outflows and inflows of resources that will be recognized as a reduction of the total pension liability; (3) if there is special funding, the amount of deferred outflows and inflows of resources that will be included as a reduction of the total pension/OPEB liability?	GASB Cod. Sec. P22.136h-i, .158h-i GASB Cod. Sec. P52.138h-i, .162h-i	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans, Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					13-620-08	<b>Single-employer reports:</b> A schedule that presents: 1) the beginning balance of the total pension/OPEB liability (TPL/TOPEBL); 2) the effects during the year of the items listed below on TPL/TOPEBL; and 3) the ending balance of the TPL/TOPEBL? If so, does the schedule separately present the effect on those items from each of the following, (as applicable)? (1) Service cost? (2) Interest on the TPL/TOPEBL? (3) Changes of benefit terms? (4) Differences between expected and actual experience in the measurement of the TPL/TOPEBL? (5) Changes of assumptions or other inputs? (6) Benefit payments? (7) Other changes, separately identified if individually significant? (8) Does the plan have a special funding situation? If so, do the notes disclose: (a) The nonemployer contributing entities' total proportionate share of the total pension/OPEB liability? (b) The employer's proportionate share of the total pension/OPEB liability?	GASB Cod. Sec. P22.135 GASB Cod. Sec. P52.137	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – non-trusted plans - Defined benefit pension and OPEB plans

#### FINANCIAL SECTION

#### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

#### DEFINED BENEFIT PLANS NOT HELD IN TRUST OR EQUIVALENT ARRANGEMENT

#### NONEMPLOYER CONTRIBUTING ENTITY

					13-621-01	Is the government a nonemployer contributing entity to a defined benefit pension/OPEB plan that is NOT administered through a trust or equivalent arrangement? If so:		
					13-621-01-1	Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation for defined benefit pension/OPEB plans that are NOT administered through a trust or equivalent arrangement, and does the government recognize a <b>substantial proportion</b> of the collective total pension/OPEB liability of the plan? If so, do the notes provide all of the information on the arrangement required by GAAP?  Note: Questions 13-621-01-1 - 13-621-04 are all for entities that recognize a <b>substantial proportion</b> of the collective total pension/OPEB liability.  (1) The name of the pension/OPEB plan? (2) The public employee retirement system or other entity that administers the pension/OPEB plan? (3) Identification of the type of pension/OPEB plan (e.g., a single-employer, or multiple-employer pension/OPEB plan)? (4) Description of the benefit terms, including: 1) the classes of employees covered; 2) the types of benefits; 3) the key elements of the pension formulas; and 4) the terms or policies, if any, with respect to automatic postemployment benefit changes, including automatic cost-of-living adjustments (COLAs) and ad hoc postemployment benefit changes, including ad hoc COLAs, 5) the authority under which benefit terms are established or may be amended, and 6) if the pension/ OPEB plan is closed to new entrants, a disclosure to that fact? (5) Do the notes indicate that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB codification P22.101 and P52.101, is each criterion that the trust does not meet disclosed? (6) Identify the authority under which requirements for the employer and nonemployer contributing entities to pay pensions/OPEB as the benefits come due are established or may be amended? Also, do the notes include the amount paid by the government nonemployer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed?	GASB Cod. Sec. P22.183 GASB Cod. Sec. P52.190	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plansDefined benefit plan contributors that recognize a substantial portion of the collective TPL/TOL of a non-trusted plan
					13-621-01-2	Do the notes provide information about the significant assumptions and other inputs used to measure the total pension/OPEB liability (TPL/TOPEBL)? If so, do the disclosures include information about: (1) Inflation? (2) Salary changes? (3) Ad hoc postemployment benefit changes (including ad hoc COLAs)? (4) Source of mortality assumptions? (Assumptions may be based, for example, on published tables or on an experience study of the covered group.) (5) The dates of experience studies on which significant assumptions are based? (6) Rates assumed for different years (if applicable)? (7) <b>OPEB:</b> Healthcare cost trend rates? (8) <b>OPEB:</b> Sharing of benefit-related costs with inactive employees? (9) <b>OPEB:</b> If the alternative measurement method is used, the source of or basis for all significant assumptions selected? (10) <b>OPEB:</b> Collective total OPEB liability calculated using a healthcare cost trend rate that is 1% point higher and lower than the assumed healthcare cost trend rate?	GASB Cod. Sec. P22.184 GASB Cod. Sec. P52.191-.192	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plansDefined benefit plan contributors that recognize a substantial portion of the collective TPL/TOL of a non-trusted plan

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					13-621-02	Do the notes provide information about the discount rate? If so, do the disclosures include: (1) The rate applied in the current measurement and the source of the rate? (2) The collective total pension/OPEB liability calculated using 1) the discount rate plus 1% and 2) the discount rate minus 1%?	GASB Cod. Sec. P22.184  GASB Cod. Sec. P52.191-.192	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plans Defined benefit plan contributors that recognize a substantial portion of the collective TPL/TOL of a non-trusted plan
					13-621-03	Do the notes provide other information for the plan, <i>if applicable</i> ? If so, do the notes include: (1) The measurement date of the collective total pension/OPEB liability, the date of the actuarial valuation used as the basis for the collective total pension/OPEB liability and, if applicable, the fact that update procedures were used to roll forward the collective total pension/OPEB liability to the measurement date? <b>OPEB:</b> If the alternative method was used to measure collective total OPEB liability, that should be disclosed. (2) The nonemployer contributing entity's proportionate amount (in dollars) of the collective total pension/OPEB liability, its proportion (percentage) of the collective total pension/OPEB liability, the basis on which its proportion (percentage) was determined, and the change in its proportion (percentage) since the prior measurement date? (3) A brief description of changes of assumptions or other inputs that affected measurement of the collective total pension/OPEB liability since the prior measurement date? (4) A brief description of changes of benefit terms that affected measurement of the collective total pension/OPEB liability since the prior measurement date? (5) A brief description of the nature of changes between the measurement date of the collective total pension/OPEB liability and the nonemployer contributing entity's reporting date that are expected to have a significant effect on the nonemployer contributing entity's proportionate share of the collective total pension liability, and the amount of the expected resultant change on the nonemployer contributing entity's proportionate share of the collective total pension liability, if known? (6) Nonemployer contributing entity's pension/OPEB expense recognized during the reporting year as a result of the special funding situation?	GASB Cod. Sec. P22.185  GASB Cod. Sec. P52.193	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plans Defined benefit plan contributors that recognize a substantial portion of the collective TPL/TOL of a non-trusted plan
					13-621-04	Do the notes provide information about the nonemployer contributing entity's balances of deferred outflows of resources and deferred inflows of resources for the plan as a result of the special funding situation? (1) Differences between expected and actual experience in the measurement of the total pension/OPEB liability? (2) Changes of assumptions or other inputs? (3) Changes in the nonemployer contributing entity's proportion and differences between (a) the amounts paid by the nonemployer contributing entity for pensions/OPEB as the benefits came due and (b) the nonemployer contributing entity's proportionate share of the total of certain payments by all employer and nonemployer contributing entities? (4) Amounts associated with transactions subsequent to the measurement date of the collective total pension/OPEB liability? (5) A schedule that presents (1) the net amount of deferred outflows and inflows of resources that will be recognized in the nonemployer contributing entity's pension/OPEB expense individually for each of the subsequent five years, and, at a minimum, in the aggregate for subsequent years and (2) the amount of deferred outflows and inflows of resources that will be included as a reduction of the collective total pension/OPEB liability?	GASB Cod. Sec. P22.185g-h  GASB Cod. Sec. P52.193g-h	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plans Defined benefit plan contributors that recognize a substantial portion of the collective TPL/TOL of a non-trusted plan
					13-621-05	Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation for defined benefit pension/OPEB plans that are NOT administered through a trust or equivalent arrangement, and does the government recognize a <i>less-than-substantial proportion</i> of the collective total pension/OPEB liability of the plan? If so, do the notes provide all of the information on the arrangement required by GAAP? (1) The name of the pension/OPEB plan? (2) The public employee retirement system or other entity that administers the pension/OPEB plan? (3) Identification of the type of pension/OPEB plan (e.g., a single-employer, or multiple-employer pension/OPEB plan)? (4) Do the notes indicate that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB codification P22.101 and P52.101, is each criterion that the trust does not meet disclosed? (5) The nonemployer contributing entity's proportionate amount of the collective total pension/OPEB liability, the percentage of the collective total pension/OPEB liability, the basis on which its proportion was determined, and the change in its proportion since the prior measurement date, if any? (6) Identify the authority under which requirements for the employer and nonemployer contributing entities to pay pensions/OPEB as the benefits come due are established or may be amended? Also, do the notes include the amount paid by the government nonemployer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed? (7) The balances of deferred outflows of resources and deferred inflows of resources for the plan as a result of the special funding situation? (8) The nonemployer contributing entity's pension/OPEB expense recognized during the reporting year as a result of the special funding situation?	GASB Cod. Sec. P22.188  GASB Cod. Sec. P52.196	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Nonemployer contributors to non-trusted, defined benefit plans Defined benefit plan contributors that recognize a less-than-substantial portion of the collective TPL/TOL of a non-trusted plan

# FINANCIAL SECTION

## NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

### DEFINED CONTRIBUTION PLANS NOT HELD IN TRUST OR EQUIVALENT ARRANGEMENT

					13-622-00	<u>Explanation:</u> The information should be disclosed for each defined contribution pension/OPEB plan to which an employer is required to contribute.		
					13-622-01	If the government participates as an employer in a defined contribution pension/OPEB plan that is NOT <i>administered through a trust or equivalent arrangement</i> , <b>that is not a special funding situation</b> , do the notes provide additional information for the plan? If so, do the notes include: (1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution pension/OPEB plan? (2) A brief description of the benefit terms (including terms, if any, related to vesting and forfeitures and the policy related to the use of forfeited amounts) and the authority under which benefit terms are established or may be amended? (3) Indication that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB codification P24.101 and P54.101, each criterion that the trust does not meet should be disclosed. (4) Identify the authority under which requirements for the employer and nonemployer contributing entities, if any, to pay pensions/OPEB as the benefits come due are established or may be amended. Also, do the notes include the amount paid by the government nonemployer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed? (5) The amount of pension/OPEB expense recognized for the reporting year? (6) The amount of forfeitures reflected in pension/OPEB expense for the reporting year? (7) The amount of the employer's liability outstanding at the end of the year, if any?	GASB Cod. Sec. P24.111  GASB Cod. Sec. P54.110	GAAFR Chapter 20 - Employers' disclosures for defined contribution plans - Individual disclosures for each defined contribution plan – non-trusted plans - Defined contribution plans

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A			13-622-02	If the government participates as a nonemployer in a defined contribution pension/OPEB plan that is NOT administered through a trust or equivalent arrangement, <b>that is a special funding situation</b> , do the notes provide additional information for the plan? If so, do the notes include:		
					13-622-02-1	Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation and is the government required to contribute a <b>substantial proportion</b> of the total contributions from the employer and nonemployer contributing entities? If so, do the notes provide all of the information on the arrangement required by GAAP? (1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution pension/OPEB plan? (2) A brief description of the benefit terms (including terms, if any, related to vesting and forfeitures and the policy related to the use of forfeited amounts) and the authority under which benefit terms are established or may be amended? (3) Indication that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB Statements 68 and 75, each criterion that the trust does not meet should be disclosed. (4) Identify the authority under which requirements for the employer and nonemployer contributing entities, if any, to pay pensions/OPEB as the benefits come due are established or may be amended? Also, do the notes include the amount paid by the government nonemployer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed? (5) The amount of expense recognized by the governmental nonemployer contributing entity in the reporting year as a result of the special funding situation? (6) The amount of forfeitures reflected in expense recognized by the governmental nonemployer contributing entity? (7) The proportion of the total pension/OPEB expense for pensions/OPEB provided through the pension/OPEB plan that is represented by the governmental nonemployer contributing entity's expense? (8) The amount of the governmental nonemployer contributing entity's liability resulting from the special funding situation outstanding at the end of the year (if any)?	GASB Cod. Sec. P24.118  GASB Cod. Sec. P54.117	GAAFR Chapter 20 - Employers' disclosures for defined contribution plans - Individual disclosures for each defined contribution plan – non-trusted plans - Defined contribution plan nonemployer contributors of a substantial portion of total contributions
					13-622-02-2	Does the government's obligation as a nonemployer contributing entity meet the definition of a special funding situation, but the government is required to contribute a <b>less than substantial proportion</b> of the total contributions from the employer and nonemployer contributing entities? If so, do the notes provide all of the information on the arrangement required by GAAP? (1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution pension/OPEB plan? (2) Indication that there are no assets accumulated in a GASB-compliant trust? If pensions/OPEB are provided through a pension/OPEB plan that is administered through a trust and that trust does not meet the criteria of GASB codification P22.101 and P52.101, each criterion that the trust does not meet should be disclosed. (3) Identify the authority under which requirements for the employer and nonemployer contributing entities, if any, to pay pensions/OPEB as the benefits come due are established or may be amended? Also, do the notes include the amount paid by the government nonemployer for pensions/OPEB as the benefits came due during the reporting period, if not otherwise disclosed? (4) The nonemployer contributing entity's pension/OPEB expense recognized during the reporting year as a result of the special funding situation and the proportion of the total pension/OPEB expense provided through the pension/OPEB that is represented by the nonemployer contributing entity's expense? (5) The amount of the governmental nonemployer contributing entity's liability outstanding at the end of the year (if any)?	GASB Cod. Sec. P24.119  GASB Cod. Sec. P54.118	GAAFR Chapter 20 - Employers' disclosures for defined contribution plans - Individual disclosures for each defined contribution plan – non-trusted plans - Defined contribution plan contributors of a less-than-substantial portion of total contributions
					13-623-01	If the government has a legal obligation to make contribution benefit payments directly to employees, but the government's involvement does not meet definition of a special funding situation, do the notes include the following? (1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution pension/OPEB plan? (2) The amount of expense recognized by the governmental nonemployer contributing entity in the reporting year through the defined contribution plan and the amount, if any, of the nonemployer entity's liability outstanding at the end of the year?	GASB Cod. Sec. P24.121  GASB Cod. Sec. P54.120	GAAFR Chapter 20 - Employers' disclosures for defined contribution plans - Individual disclosures for each defined contribution plan – non-trusted plans - Defined contribution plan contributors that are not in special funding situations

#### FINANCIAL SECTION

#### NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS

#### OTHER PENSION/OPEB DISCLOSURE - SEPARATELY FINANCED SPECIFIC LIABILITY

					13-625-01	Does the government, either as an individual employer government or individual governmental nonemployer contributing entity, report a separately financed specific liability to a defined benefit pension/OPEB plan? If so, do the notes disclose: (1) The amount of such payables outstanding at the end of the reporting year? (2) The significant terms related to the payables, and a description of what gave rise to each of the payables?  Explanation: Examples of separately financed specific liabilities to a plan include long-term amounts recognized for legally or contractually deferred contributions with separate payment schedules and amounts assessed to an individual employer upon joining a multiple-employer plan. Such amounts normally become due and payable pursuant to contractual arrangements or legal requirements.	GASB Cod. Sec. P20.226  GASB Cod. Sec. P50.249	GAAFR Chapter 20 - Employers' disclosures for defined benefit plans - Individual disclosures for each defined benefit plan – trusted plans - Public cost-sharing plans
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Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
FINANCIAL SECTION								
NOTE DISCLOSURES - EMPLOYER PENSION/OPEB PLANS								
NONGOVERNMENTAL DEFINED BENEFIT PLANS								
					13-630-01	<p>If the government's employees are provided benefits through a defined benefit cost-sharing pension/OPEB plan that (a) is not a state or local governmental pension/OPEB plan, (b) is used to provide defined benefit pension/OPEB both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (c) has no predominant state or local governmental employers (either individually or collectively with other state or local governmental employers that provide pension/OPEB through the pension/OPEB plan, are the following disclosures made:</p> <p>(1) The name of the pension/OPEB plan, identification of the public employee retirement system or other entity that administers the pension/OPEB plan, and identification of the pension/OPEB plan as a defined contribution cost-sharing pension/OPEB plan?</p> <p>(2) If the plan issues a separate report and how to obtain the report?</p> <p>(3) A brief description of the number of employees covered, types of benefits provided and the authority for the establishment and amendments of the benefits provided?</p> <p>(4) A brief description of the contribution requirements (basis for determining government's contributions, authority and required contributions rates for employer and employee contributions)?</p> <p>(5) Amount of the government's contributions for the year?</p> <p>(6) Expiration date(s) of collective-bargaining agreements requiring contributions, if any?</p> <p>(7) Description of any minimum contributions required for future periods by the collective-bargaining agreement(s), statutory obligations, or other contractual obligations, if applicable?</p> <p>(8) Whether the government is subject to any provisions regarding withdrawal from the OPEB plan?</p> <p>(9) The balance of any payables at the end of the year, and any significant terms associated with payables, and why the payables exist?</p>	<p>GASB Cod. Sec. P20.230</p> <p>GASB Cod. Sec. P50.253</p>	GAAFR Chapter 20 - Employers' disclosures for defined contribution plans - Individual disclosures for each defined benefit plan – trusted plans - Nongovernmental defined benefit plans
FINANCIAL SECTION								
REQUIRED SUPPLEMENTARY INFORMATION (RSI)								
GENERAL CONSIDERATIONS								
					14-001-01	Is all RSI, other than MD&A, located immediately following the notes to the financial statements?	GASB Cod. Sec. 2200.205	GAAFR Chapter 32 - Introduction
					14-001-02	Is the required supplementary information section clearly labeled as such?	Certificate Program requirement	
					14-001-03	Has the government refrained from including a reference to the accompanying notes to the financial statements in all the RSI schedules presented?	Certificate Program requirement	
<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>								
					14-001-04	For governments that have a <b>change in accounting principle and/or a change to or within the financial reporting entity</b> , RSI for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. Note: a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 32 - Introduction
					14-001-05	For governments that made an <b>error correction</b> , RSI for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in RSI should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 32 - Introduction
FINANCIAL SECTION								
REQUIRED SUPPLEMENTARY INFORMATION (RSI)								
BUDGETARY COMPARISON SCHEDULES								
				*	14-700-01	<p>If the government does not present budgetary comparisons for the general fund and all major special revenue funds with legally adopted annual or biennial budgets as basic governmental fund financial statements, does the RSI present these comparisons?</p> <p>Note: For governments that have not adopted GASB 103, the mandatory budgetary comparisons for the general fund and major special revenue funds must all be treated in the same manner, either as a basic financial statement or as required supplementary information.</p>	<p>GASB Cod. Sec. 2200.206, footnote 51</p> <p>GASB Cod. Sec. 2400.702.9</p>	GAAFR Chapter 32 - Budgetary reporting
					14-700-02	Is the budgetary comparison titled a schedule rather than a statement?	GASB Cod. Sec. 2400.102	GAAFR Chapter 32 - Budgetary reporting
				*	14-700-03	<p>Does the schedule include a separate column for the general fund and each annual or biennial budgeted major special revenue fund (or if there is a significant perspective difference, a column or columns consistent with the fund, organization, or program structure that the government uses for its legally adopted budget)?</p> <p>Governments that budget in the aggregate rather than by fund should provide their budgetary comparison on the aggregate basis as RSI. In addition, the notes to required supplementary information should provide a reconciliation between the aggregate-level budgetary comparison and the fund-based GAAP</p>	GASB Cod. Sec. 2400.102	GAAFR Chapter 13 - Budgetary comparison statement
				*	14-700-04	Has the government refrained from presenting budgetary comparisons for debt service funds, capital projects funds, permanent funds, major special revenue funds without annual or biennial budgets, nonmajor special revenue funds, proprietary funds and fiduciary funds?	GASB Cod. Sec. 2400.702-5, .702-6	GAAFR Chapter 32 - Budgetary reporting
				*	14-700-05	Does the budgetary schedule present the original budget and final amended budget?	GASB Cod. Sec. 2400.102	GAAFR Chapter 32 - Budgetary reporting
				*	14-700-06	Does the budgetary schedule present actual data using the basis of budgeting?	GASB Cod. Sec. 2400.102	GAAFR Chapter 32 - Budgetary reporting
				*	14-700-07	<p>If the presented budgetary comparison does not demonstrate compliance with the legal level of budgetary control, did the government:</p> <p>(1) Present the budgetary comparison schedule at the minimum (functional) level of detail in RSI?</p> <p>(2) Include a second budgetary comparison schedule with the detail at the legal level of budgetary control as other supplementary information in the ACFR (in the combining and individual fund statements and schedules section)?</p> <p>(3) Present separate columns for (1) budgeted amounts and (2) actual expenditures on the budgetary basis?</p> <p>Alternatively, a government may issue a separate budget report which demonstrates compliance at the legal level of budgetary control. If a separate report is issued, did the government:</p> <p>(1) Make the separate report available to the public (e.g., website)?</p> <p>(2) Submit a copy of the separate report to GFOA with the ACFR submission in the Award Management System?</p> <p>(3) Include a reference to the separate report (e.g. web address) in the ACFR?</p> <p>The separate report should be presented using the same fund structure as the budgetary comparisons found in the ACFR. Amounts stated in the separate report should be easily traced to the budgetary comparison level of detail (i.e., function or program level, include fund names, subtotals, and totals) presented in the ACFR. Include additional reconciliations or schedules, as necessary, to indicate how the amounts in the ACFR and the separate report articulate.</p>	<p>Certificate Program requirement</p> <p>GASB Cod. Sec. 2400.121</p>	<p>GAAFR Chapter 32 - Budgetary reporting</p> <p>GAAFR Chapter 34 - Extreme cases</p>

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					14-700-08	Do the notes to RSI disclose (1) the budgetary basis of accounting, and (2) if applicable, any excesses of expenditures over appropriations in individual funds presented in the budgetary comparison schedule?	GASB Cod. Sec. 2400.103	GAAFR Chapter 32 - Budgetary reporting
					14-700-09	If the basis of budgeting differs from GAAP is a reconciliation provided in the notes to RSI (if not presented on the face of the schedule)?	GASB Cod. Sec. 2400.103	GAAFR Chapter 32 - Budgetary reporting

#### FINANCIAL SECTION

#### REQUIRED SUPPLEMENTARY INFORMATION (RSI)

#### BUDGETARY COMPARISON SCHEDULES

#### For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements

				*	14-700-01a	Are separate budgetary comparison schedules included for the general fund and each annually budgeted major special revenue fund?	GASB Cod. Sec. 2200.206 and GASB Statement No. 103, paragraph 16	GAAFR Chapter 13 - Budgetary comparison statement
				*	14-700-02a	Has the government refrained from presenting budgetary comparisons for debt service funds, capital projects funds, permanent funds, and nonmajor special revenue funds (these budgetary comparisons must be presented elsewhere in the ACFR)?	GASB Cod. Sec. 2200.763-7-763-8	GAAFR Chapter 13 - Budgetary comparison statement
				*	14-700-03a	Does the budgetary comparison present the original budget?	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
				*	14-700-04a	Does the budgetary comparison schedule present the final amended budget?	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
					14-700-05a	If there have been no amendments to the budget during the year, has the government presented only one budget column labeled "original and final budget"?	Certificate Program requirement	
					14-700-06a	If applicable, does the budgetary comparison schedule present the variance between the original and final amended budget?	GASB Statement No. 103, paragraph 16	
				*	14-700-07a	Does the budgetary statement present actual data using the budgetary basis?  For example, if notes indicate that encumbrances are treated as expenditures for budgetary purposes (unlike GAAP), then the amounts reported for actual expenditures in the budgetary comparison should not be the same as those reported in the governmental fund statement of revenues, expenditures, and changes in fund balances.	GASB Cod. Sec. 2200.206	GAAFR Chapter 13 - Budgetary comparison statement
					14-700-08a	Does the budgetary comparison schedule present the variance between the final amended budget and the actual results?	GASB Statement No. 103, paragraph 16	
					14-700-09a	Has the government refrained from employing the terms <i>favorable</i> or <i>unfavorable</i> to describe the variance columns? Rather, the government should use neutral terms to describe the variances, such as <i>increase</i> or <i>decrease</i> .	Certificate Program requirement	GAAFR Chapter 13 - Budgetary comparison statement
				*	14-700-10a	If the presented budgetary comparison does not demonstrate compliance with the legal level of budgetary control, did the government: (1) Present the budgetary comparison schedule at the minimum (functional) level of detail in RSI? (2) Include a second budgetary comparison schedule with the detail at the legal level of budgetary control as other supplementary information in the ACFR (in the combining and individual fund statements and schedules section)? (3) Present separate columns for (1) budgeted amounts and (2) actual expenditures on the budgetary basis?  Alternatively, a government may issue a separate budget report which demonstrates compliance at the legal level of budgetary control. If a separate report is issued, did the government: (1) Make the separate report available to the public (e.g., website)? (2) Submit a copy of the separate report to GFOA with the ACFR submission in the Award Management System? (3) Include a reference to the separate report (e.g. web address) in the ACFR?  The separate report should be presented using the same fund structure as the budgetary comparisons found in the ACFR. Amounts stated in the separate report should be easily traced to the budgetary comparison level of detail (i.e., function or program level) presented in the ACFR. Include additional reconciliations or schedules, as necessary, to indicate how the amounts in the ACFR and the separate report articulate.	Certificate Program requirement  GASB Cod. Sec. 2400.121	GAAFR Chapter 32 - Budgetary reporting  GAAFR Chapter 34 - Extreme cases
					14-700-11a	Do the notes to the budgetary comparison RSI disclose the following, as applicable? (1) the budgetary basis of accounting (2) An explanation of significant variations between original and final budget amounts (3) An explanation of significant variations between final budget amounts and actual results (4) Any excesses of expenditures over appropriations in individual funds presented in the budgetary comparison schedule	GASB Cod. Sec. 2400.103 and GASB Statement No. 103, paragraph 16	GAAFR Chapter 32 - Budgetary reporting
					14-700-12a	If the basis of budgeting differs from GAAP, is a reconciliation provided in the notes to RSI (if not presented on the face of the schedule)?	GASB Cod. Sec. 2400.103	GAAFR Chapter 32 - Budgetary reporting

#### FINANCIAL SECTION

#### REQUIRED SUPPLEMENTARY INFORMATION (RSI)

#### MODIFIED APPROACH - INFRASTRUCTURE

				*	14-705-01	If the government uses the modified approach for one or more networks or subsystems of infrastructure assets, is information on these networks and subsystems provided as RSI: (1) assessed condition for at least last three completed assessments, (2) estimate of the amount needed to maintain or preserve infrastructure assets at the condition level, actual amounts expended on maintenance and preservation for last five reporting periods?	GASB Cod. Sec. 1400.123	GAAFR Chapter 32 - Infrastructure condition and maintenance data
					14-705-02	Do notes accompany RSI? If so, do the notes disclose: • The basis for the condition measurement and the measurement scale used to assess and report condition? • The condition level at which the government intends to preserve its infrastructure assets? • The factors that significantly affect trends in the information reported?	GASB Cod. Sec. 1400.124	GAAFR Chapter 32 - Infrastructure condition and maintenance data

#### FINANCIAL SECTION

#### REQUIRED SUPPLEMENTARY INFORMATION (RSI)

#### DEFINED BENEFIT PENSION AND OPEB PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT

					14-710-00	Explanation: Questions 14-710-01 thru 14-719-99 are for RSI that should be provided for benefits provided through each pension that is administered through a <i>trust or equivalent arrangement</i> in which the government (as an employer) participates.  Questions 14-720-01 thru 14-729-99 are for RSI that should be provided for benefits provided through each OPEB plan that is administered through a <i>trust or equivalent arrangement</i> in which the government (as an employer) participates.  A GASB- compliant <i>trust or equivalent arrangement</i> is defined in section 13.  Applicable RSI for each pension and each OPEB plan should be made separately.		GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans
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Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
FINANCIAL SECTION								
REQUIRED SUPPLEMENTARY INFORMATION (RSI)								
DEFINED BENEFIT PENSION PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT								
				*	14-710-01	If the government participates as an employer in one or more defined benefit pension plans that are administered through a trust or equivalent arrangement, are schedules of required supplementary information presented for each such plan?	GASB Cod. Sec. P20.146  GASB Cod. Sec. P50.154	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans
					14-710-02	For single-employer or agent multiple-employer plans, a 10-year schedule that presents the beginning and ending balances for each of the following items, with the applicable elements included, measured as of the measurement date of the net pension liability: 1) the total pension liability (TPL), 2) the pension plan's fiduciary net position (FNP), and 3) the net pension liability (NPL)?	GASB Cod. Sec. P20.146a	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB
					14-710-03	For single-employer and agent multiple-employer plans, a 10-year schedule that presents the following data elements for each year: 1) TPL, 2) FNP, 3) NPL, 4) Plan FNP as a percentage of TPL, 5) covered payroll, and 6) NPL as a percentage of covered payroll?  As a practical matter, the information for this schedule can be combined with the previous schedule to avoid duplication of the common elements, as would be the case, if each schedule was separately presented and included all data elements.	GASB Cod. Sec. P20.146b	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans
					14-710-04	Additional information is required for special funding situations. In such situations, are the following disclosed? (1) Collective TPL? (2) FNP? (3) Collective NPL? (4) Nonemployer contributing entities' total proportionate share of the collective NPL (amount)? (5) Employer's proportionate share of the collective NPL (amount)? (6) Covered payroll? (7) Employer's proportionate share of the collective NPL as a percentage of covered payroll? (8) Pension plan's FNP as a percentage of TPL?	GASB Cod. Sec. P20.146.b	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans
					14-710-05	For cost sharing multiple-employer plans, a 10-year schedule with information measured as of the measurement date of the net pension liability that presents the required elements for each year? (1) The employer's proportion (percentage) of the collective net pension liability? (2) The employer's proportionate share (amount) of the collective net pension liability? (3) The employer's covered payroll? (4) The employer's proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered payroll? (5) The pension plan's fiduciary net position as a percentage of the total pension liability?  Additional information is required for special funding situations. In such situations, is the following disclosed? (6) The employer's proportion (percentage) of the collective net pension liability? (7) The employer's proportionate share (amount) of the collective net pension liability? (a) (8) The portion of the nonemployer contributing entities' total proportionate share (amount) of the collective net pension liability that is associated with the employer ? (b) (9) The total of (a) and (b)? (10) The employer's covered payroll? (11) The employer's proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered payroll? (12) The pension plan's fiduciary net position as a percentage of the total pension liability?	GASB Cod. Sec. P20.183a	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing plans
					14-710-06	For a single-employer or agent multiple-employer plans, is an actuarially determined contribution (ADC) calculated for the employer government? If so, is a 10-year schedule included that provides information about the ADC (regardless of whether that amount is funded) and identifies whether the information relates to the employers, nonemployer contributing entities, or both?  If yes, does the schedule include the required elements for each year? For purposes of this schedule, contributions should include only amounts recognized as additions to the pension plan's fiduciary net position during the employer's fiscal year resulting from actual contributions and from contributions recognized by the pension plan as current receivables. The schedule should include the following items: (1) The ADC of the employer. (a) (2) The amount of the contributions recognized by the plan in relation to the ADC. (b) (3) The difference between (a) and (b). (4) The covered payroll. (5) The amount of the contributions recognized by the plan in relation to the ADC as a percentage of covered payroll.  OPEB: Use covered payroll if contributions are based on a measure of pay; otherwise, use covered-employee payroll	GASB Cod. Sec. P20.146c	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans
					14-710-07	For any plan (regardless of its type), are the contribution requirements of the employer government established statutorily or contractually? If so, is a 10-year schedule included that provides information about the employer contribution requirements determined as of the employer's most recent fiscal year end?  If yes, does the schedule include the required elements for each year? For purposes of this schedule, contributions should include only amounts recognized as additions to the pension plan's fiduciary net position during the employer's fiscal year resulting from actual contributions and from contributions recognized by the pension plan as current receivables. The schedule should include the following items: (1) The statutorily or contractually required employer contributions. (a) (2) The amount of contributions recognized by the plan in relation to the statutorily or contractually required employer contribution. (b) (3) The difference between (a) and (b). (4) The covered payroll. (5) The amount of the contributions recognized by the plan in relation to the statutorily or contractually required employer contribution as a percentage of covered payroll.  Note: The amount of covered payroll used should be for the employer's fiscal year, not the measurement date.	GASB Cod. Sec. P20.146d, .183b	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans  GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing plans

			Special			Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A	Unit	* Item					
					14-710-08	Are the applicable notes to the required schedules for a pension plan that is <i>administered through a trust or equivalent arrangement</i> included in the RSI section?		GASB Cod. Sec. P20.147, .184	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans  GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers
					14-710-09	If the government reports one or more defined benefit pension plans (regardless of the type of plan) that are administered through a trust or equivalent arrangement, and the plan does not issue a separate report, does RSI provide a 10-year schedule that presents for each fiscal year the annual money-weighted rate of return on pension plan investments for each plan?		GASB Cod. Sec. Pe5.128d -.129, .718-1	GAAFR Chapter 36 - Required supplementary information (RSI)
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT PENSION PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b> <b>NONEMPLOYER CONTRIBUTING ENTITY</b>									
					14-711-01	<p>If the government is a nonemployer contributing entity to a defined benefit pension plan that is <i>administered through a trust or equivalent arrangement</i> and the government recognizes a <i>substantial</i> proportion of the collective net pension liability, is all applicable 10-year information and notes included as RSI?</p> <p>10-year schedule with the following information:</p> <p>(1) The governmental nonemployer contributing entity's proportion (percentage) of the collective net pension liability?</p> <p>(2) The governmental nonemployer contributing entity's proportionate share (amount) of the collective net pension liability?</p> <p>(3) The pension plan's fiduciary net position as a percentage of the total pension liability?</p> <p>If the contributions statutorily or contractually established, is a 10-year schedule presenting the following for each year:</p> <p>(1) The governmental nonemployer contributing entity's statutorily or contractually required contribution (excluding any amounts associated with payables to the pension plan that arose in a prior fiscal year and those associated with separately financed specific liabilities of the individual governmental nonemployer contributing entity to the pension plan)?</p> <p>(2) The amount of contributions recognized by the pension plan in relation to the governmental nonemployer contributing entity's statutorily or contractually required contribution?</p> <p>(3) The difference between the governmental nonemployer contributing entity's statutorily or contractually required contribution and the amount of contributions recognized by the pension plan in relation to its statutorily or contractually required contribution?</p>		GASB Cod. Sec. P20.218	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a substantial portion of the collective NPL/NOL (trusted plans)
					14-711-02	<p>If the government is a nonemployer contributing entity to a defined benefit pension plan that is <i>administered through a trust or equivalent arrangement</i> and the government recognizes <i>less than a substantial proportion</i> of the collective net pension liability, is all applicable 10- year information included as RSI?</p> <p>(1) The governmental nonemployer contributing entity's proportionate share (amount) of the collective net pension liability?</p> <p>(2) The amount of contributions to the pension plan from the governmental nonemployer contributing entity?</p>		GASB Cod. Sec. P20.221	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a less-than-substantial portion of the collective NPL/NOL
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT PENSION PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b> <b>NONGOVERNMENTAL DEFINED BENEFIT PLANS</b>									
					14-713-01	If the government's employees are provided benefits through a defined benefit cost-sharing pension plan that (a) is not a state or local governmental pension plan, (b) is used to provide defined benefit pension both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (c) has no predominant state or local governmental employers (either individually or collectively with other state or local governmental employers that provide pension through the pension plan, is a schedule of required contributions for 10 most recent years included for each pension plan meeting the criteria?		GASB Cod. Sec. P20.231	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing nongovernmental defined benefit plans
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT OPEB PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b>									
				*	14-720-01	If the government participates as an employer in one or more defined benefit OPEB plans <i>that are administered through a trust or equivalent arrangement</i> , are schedules of required supplementary information presented for each such plan? If so, do they include:		GASB Cod. Sec. P50.154, .197	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans
					14-720-02	<p>For single-employer or agent multiple-employer plans, a 10-year schedule that presents the beginning and ending balances for each of the following items, with the applicable elements included, measured as of the measurement date of the net OPEB liability:</p> <p>(1) the total OPEB liability (TOPEBL),</p> <p>(2) the OPEB plan's fiduciary net position (FNP), and</p> <p>(3) the net OPEB liability (NOPEBL)?</p>		GASB Cod. Sec. P50.154a	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans



			Special		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A	Unit	* Item				
					14-720-03	<p>For single-employer and agent multiple-employer plans, a 10-year schedule that presents the following data elements for each year:</p> <ol style="list-style-type: none"> <li>(1) TOPEBL,</li> <li>(2) FNP,</li> <li>(3) NOPEBL,</li> <li>(4) Plan FNP as a percentage of TOPEBL,</li> <li>(5) Covered payroll or covered employee payroll (see below), and</li> <li>(6) NOPEBL as a percentage of covered payroll (or covered-employee payroll)?</li> </ol> <p>As a practical matter, the information for this schedule can be combined with the previous schedule to avoid duplication of the common elements, as would be the case, if each schedule was separately presented and included all data elements.</p> <p>Note: For OPEB plans, use <b>covered payroll</b> if contributions are based on pay; otherwise, <b>covered-employee payroll</b> should be used in the above ratios.</p> <p>Additional information is required for special funding situations. In such situations, is the following disclosed?</p> <ol style="list-style-type: none"> <li>(7) TOPEBL?</li> <li>(8) FNP?</li> <li>(9) Collective NOPEBL?</li> <li>(10) Nonemployer contributing entities' total proportionate share of the collective NOPEBL (amount)?</li> <li>(11) Employer's proportionate share of the collective NOPEBL (amount)?</li> <li>(12) Covered payroll (if contributions based on a measure of pay, otherwise covered- employee payroll)?</li> <li>(13) Employer's proportionate share of the collective NOPEBL as a percentage of covered payroll (or covered-employee payroll)?</li> <li>(14) OPEB plan's FNP as a percentage of TOPEBL?</li> </ol>	GASB Cod. Sec. P50.154b	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans
					14-720-04	<p>For cost sharing multiple-employer plans, a 10-year schedule with information measured as of the measurement date of the net OPEB liability that presents the following required elements for each year?</p> <ol style="list-style-type: none"> <li>(1) The employer's proportion (percentage) of the collective net OPEB liability?</li> <li>(2) The employer's proportionate share (amount) of the collective net OPEB liability?</li> <li>(3) Employer's covered payroll (if contributions based on a measure of pay, otherwise covered-employee payroll)?</li> <li>(4) The employer's proportionate share (amount) of the collective net OPEB liability as a percentage of the employer's covered payroll (or covered-employee payroll)?</li> <li>(5) The OPEB plan's fiduciary net position as a percentage of the total OPEB liability?</li> </ol> <p>Additional information is required for special funding situations. In such situations, is the following disclosed?</p> <ol style="list-style-type: none"> <li>(6) The employer's proportion (percentage) of the collective net OPEB liability?</li> <li>(7) The employer's proportionate share (amount) of the collective net OPEB liability? (a)</li> <li>(8) The portion of the nonemployer contributing entities' total proportionate share (amount) of the collective net OPEB liability that is associated with the employer? (b)</li> <li>(9) The total of (a) and (b)?</li> <li>(10) The employer's covered payroll (if contributions based on a measure of pay, otherwise covered-employee payroll)?</li> <li>(11) The employer's proportionate share (amount) of the collective net OPEB liability as a percentage of the employer's covered payroll (or covered-employee payroll)?</li> <li>(12) The OPEB plan's fiduciary net position as a percentage of the total OPEB liability?</li> </ol>	GASB Cod. Sec. P50.197	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing plans
					14-720-05	<p>For a single-employer or agent multiple-employer plan, is an actuarially determined contribution (ADC) calculated for the employer government? If so, is a 10-year schedule included that provides information about the ADC (regardless of whether that amount is funded) and identifies whether the information relates to the employers, nonemployer contributing entities, or both?</p> <p>If yes, does the schedule include the required elements for each year? For purposes of this schedule, contributions should include only amounts recognized as additions to the pension plan's fiduciary net position during the employer's fiscal year resulting from actual contributions and from contributions recognized by the OPEB plan as current receivables). The schedule should include the following items:</p> <ol style="list-style-type: none"> <li>(1) The ADC of the employer. (a)</li> <li>(2) The amount of the contributions recognized by the plan in relation to the ADC. (b)</li> <li>(3) The difference between (a) and (b).</li> <li>(4) The employer's covered payroll (if contributions based on a measure of pay, otherwise covered-employee payroll).</li> <li>(5) The amount of the contributions recognized by the plan in relation to the ADC as a percentage of covered payroll (or covered-employee payroll).</li> </ol>	GASB Cod. Sec. P50.154c	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans
					14-720-06	<p>For any plan (regardless of its type), are the contribution requirements of the employer government established either statutorily or contractually?</p> <p>If so, is a 10-year schedule included that provides information about the employer contribution requirements determined as of the employer's most recent fiscal year end?</p> <p>If yes, does the schedule include the required elements for each year? For purposes of this schedule, contributions should include only amounts recognized as additions to the OPEB plan's fiduciary net position during the employer's fiscal year resulting from actual contributions and from contributions recognized by the OPEB plan as current receivables). The schedule should include the following items:</p> <ul style="list-style-type: none"> <li>• The statutorily or contractually required employer contributions. (a)</li> <li>• The amount of contributions recognized by the plan in relation to the statutorily or contractually required employer contribution. (b)</li> <li>• The difference between (a) and (b).</li> <li>• The employer's covered payroll (if contributions based on a measure of pay, otherwise covered-employee payroll).</li> <li>• The amount of the contributions recognized by the plan in relation to the statutorily or contractually required employer contribution as a percentage of covered payroll (or covered-employee payroll).</li> </ul>	GASB Cod. Sec. P50.154d, .197b	<p>GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans</p> <p>GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing plans</p>

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					14-720-07	Are the applicable notes to the required schedules for an OPEB plan that is administered through a trust or equivalent arrangement included in the RSI section?	GASB Cod. Sec. P50.155, .198	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in single-employer and agent trusted PEB plans  GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost sharing plan.
					14-720-08	If the government reports one or more defined benefit OPEB plans (regardless of the type of plan) that are administered through a trust or equivalent arrangement, and the plan does not issue a separate report, does RSI provide a 10-year schedule that presents for each fiscal year the annual money-weighted rate of return on OPEB plan investments for each plan?	GASB Cod. Sec. Pe50.128d-.129, .721-1	GAAFR Chapter 36 - Required supplementary information (RSI)
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT OPEB PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b> <b>NONEMPLOYER CONTRIBUTING ENTITY</b>								
					14-721-01	If the government is a nonemployer contributing entity to a defined benefit OPEB plan that is <i>administered through a trust or equivalent arrangement</i> and the government <i>recognizes a substantial proportion</i> of the collective net OPEB liability, are all applicable 10-year information and notes included as RSI?	GASB Cod. Sec. P50.238-.239	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a substantial portion of the collective NPL/NOL (trusted plans)
					14-721-02	If the government is a nonemployer contributing entity to a defined benefit OPEB plan that is <i>administered through a trust or equivalent arrangement</i> and the government recognizes <i>less than a substantial proportion</i> of the collective net OPEB liability is all applicable 10 year information included as RSI?	GASB Cod. Sec. P50.241	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a less-than-substantial portion of the collective NPL/NOL
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT OPEB PLANS, HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b> <b>NONGOVERNMENTAL DEFINED BENEFIT PLANS</b>								
					14-723-01	If the government's employees are provided benefits through a defined benefit cost-sharing OPEB plan that (a) is not a state or local governmental OPEB plan, (b) is used to provide defined benefit OPEB both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (c) has no predominant state or local governmental employers (either individually or collectively with other state or local governmental employers that provide OPEB through the OPEB plan, is a schedule of required contributions for 10 most recent years included for each OPEB plan meeting the criteria?	GASB Cod. Sec. P50.254	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans - Employers in cost-sharing nongovernmental defined benefit plans
<b>FINANCIAL SECTION</b> <b>REQUIRED SUPPLEMENTARY INFORMATION (RSI)</b> <b>DEFINED BENEFIT PENSION AND OPEB PLANS, NOT HELD IN TRUST OF EQUIVALENT ARRANGEMENT</b>								
					14-730-00	<u>Explanation:</u> Questions 14-730-XX thru 14-732-XX are for RSI that should be made for benefits provided through each pension and OPEB that <i>is NOT administered through a trust or equivalent arrangement</i> in which the government (as an employer or nonemployer) participates. Applicable RSI for each pension and each OPEB plan should be made separately. Questions 14-730-XX applies to the reporting entity's financial statements. Questions 14-731-XX applies to stand-alone financial statements of members of cost-sharing plan. Questions 14-732-XX applies to non-contributing entities.		GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans not administered through a trust
					14-730-01	If the government participates as an employer in one or more defined benefit pension/ OPEB plans that <i>are NOT administered through a trust or equivalent arrangement</i> , are schedules of required supplementary information presented for each such plan? If so, do they include:	GASB Cod. Sec. P22.137 GASB Cod. Sec. P52.139	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans not administered through a trust
					14-730-02	A 10-year schedule of changes in the total pension/OPEB liability that presents: 1. The beginning balance of the total pension/OPEB liability (TPL/TOPEBL)? 2. The effects during the year of the following items on TPL/TOPEBL? (a) Service cost (b) Interest on the TPL/TOPEBL (c) Changes of benefit terms (d) Differences between expected and actual experience in the measurement of the TPL/TOPEBL (e) Changes of assumptions or other inputs (f) Benefit payments (g) Other changes, separately identified if individually significant 3. The ending balance of the TPL/TOPEBL?	GASB Cod. Sec. P22.137a GASB Cod. Sec. P52.139a	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans not administered through a trust
					14-730-03	If there is a <b>not a special funding situation</b> , a 10-year schedule that presents: 1. TPL/TOPEBL? 2. <b>Covered-employee</b> payroll? 3. TPL/TOPEBL as a percentage of <b>covered-employee</b> payroll?  If there <b>is a special funding situation</b> , a 10-year schedule that presents: 1. TPL/TOPEBL? 2. Nonemployer contributing entity's total proportionate amount of the TPL/TOPEBL? 3. Employer's total proportionate amount of the TPL/TOPEBL? 4. <b>Covered-employee</b> payroll? 5. Employer's proportionate amount of TPL/TOPEBL as a percentage of <b>covered-employee</b> payroll?  Note: A note should be added which discloses that there are no assets in a trust compliant with GASB codification P22.101 or P52.101.	GASB Cod. Sec. P22.137b GASB Cod. Sec. P52.139b  GASB Cod. Sec. P22.138 GASB Cod. Sec. P52.140	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans not administered through a trust

			Special		Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A	Unit	* Item				
					14-730-04	Notes to the RSI as required by GAAP, including factors that significantly affect trends in the schedules (changes in benefit terms, changes in size or composition of the population covered by the benefit terms, or use of different assumptions)?	GASB Cod. Sec. P22.138 GASB Cod. Sec. P52.140	GAAFR Chapter 32 - Employers in defined benefit pension and OPEB plans not administered through a trust
					14-731-01	In the stand-alone report of the primary government or its component units that provide pension/OPEB through the same plan <i>that are NOT administered through a trust or equivalent arrangement</i> , are the schedules of required supplementary information presented for each such plan? If so, do they include:	GASB Cod. Sec. P22.159 GASB Cod. Sec. P52.163	GAAFR Chapter 32 - Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					14-731-02	If there is a <b>not a special funding situation</b> , a 10-year schedule that presents: 1. The government's percentage of the collective TPL/TOPEBL? 2. The government's proportionate amount of the collective TPL/TOPEBL? 3. The government's covered-employee payroll? 4. The government's proportionate amount of the collective TPL/TOPEBL as a percentage of covered-employee payroll?  If there <b>is a special funding situation</b> , a 10-year schedule that presents: 1. The government's percentage of the collective TPL/TOPEBL? 2. The government's proportionate amount of the collective TPL/TOPEBL? 3. The portion of the nonemployer contributing entity's total proportionate amount of the collective TPL/TOPEBL that is associated with the government? 4. The total of 2) and 3)? 5. The government's covered-employee payroll? 6. The government's proportionate amount of the collective TPL/TOPEBL as a percentage of covered-employee payroll?	GASB Cod. Sec. P22.159 GASB Cod. Sec. P52.163	GAAFR Chapter 32 - Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					14-731-03	Notes to the RSI as required by GAAP included? Do the notes include the following? (1) A disclosure that there are no assets in a trust compliant with GASB codification P22.101 or P52.101 to pay related benefits? (2) Factors that significantly affect trends in the schedules (changes in benefit terms, changes in size or composition of the population covered by the benefit terms, or use of different assumptions)?	GASB Cod. Sec. P22.160 GASB Cod. Sec. P52.164	GAAFR Chapter 32 - Defined benefit plans reported in stand-alone financial statements when a primary government and a component unit provide benefits through the same plan
					14-732-01	If the government participates as a nonemployer contributing entity in a special funding situation, in one or more defined benefit pension plans <i>that are NOT administered through a trust or equivalent arrangement</i> , are schedules of required supplementary information presented for each such plan? If so, do they include:		GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations
					14-732-02	If the government's obligation as a nonemployer contributing entity meets the definition of a special funding situation and the government recognizes <i>a substantial proportion</i> of the collective total pension/OPEB liability, a 10-year schedule that presents: 1. The nonemployer contributing entity's percentage of the collective TPL/TOPEBL? 2. The nonemployer contributing entity's proportionate amount of the collective TPL/TOPEBL?  If the government's obligation as a nonemployer contributing entity meets the definition of a special funding situation and the government does <i>not recognize a substantial proportion</i> of the collective total pension/OPEB liability, a 10-year schedule that presents: 1. The nonemployer contributing entity's proportionate amount of the collective TPL/TOPEBL?	GASB Cod. Sec. P22.186 GASB Cod. Sec. P52.194  GASB Cod. Sec. P22.189 GASB Cod. Sec. P52.197	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a substantial portion of the collective TPL/TOL (non-trusted plans)  GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a less-than-substantial portion of the collective TPL/TOL (non-trusted plans)
					14-732-03	Notes to the RSI are required if the government recognizes <i>a substantial proportion</i> of the collective total pension/OPEB liability. Do the notes include the following? (1) Disclose that there are no assets in a trust compliant with GASB codification P22.101, or P52.101 to pay related benefits? (2) Factors that significantly affect trends in the schedules (changes in benefit terms, changes in size or composition of the population covered by the benefit terms, or use of different assumptions)?	GASB Cod. Sec. P22.187 GASB Cod. Sec. P52.195	GAAFR Chapter 32 - Governmental nonemployer contributors in pension- or OPEB-related special funding situations - Contributors that recognize a substantial portion of the collective TPL/TOL (non-trusted plans)

#### FINANCIAL SECTION

#### REQUIRED SUPPLEMENTARY INFORMATION (RSI)

#### PUBLIC ENTITY RISK POOLS

				*	14-750-01	If the government sponsors a public-entity risk pool, does the RSI present ten years of data on revenues and claims development (unless the notes contain a reference to a separately issued report)?	GASB Cod. Sec. Po20.147	GAAFR Chapter 32 - Trend data on revenue and claims development
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#### FINANCIAL SECTION

#### REQUIRED SUPPLEMENTARY INFORMATION (RSI)

#### OTHER

					14-799-01	Has the government refrained from including information as required supplementary information that the authoritative accounting literature does not designate as such?	GASB Cod. Sec. 2200.704-5	GAAFR Chapter 32 - Introduction
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#### FINANCIAL SECTION

#### COMBINING AND INDIVIDUAL FUND INFORMATION AND OTHER SUPPLEMENTARY INFORMATION

					15-001-00	Explanation: A government with the full complement of fund types could have up to seven sets of combining fund financial statements, as follows: • Combining statements – nonmajor governmental funds • Combining statements – nonmajor enterprise funds • Combining statements – internal service funds • Combining statements – private-purpose trust funds • Combining statements – pension (and other employee benefit) trust funds • Combining statements – investment trust funds • Combining statements – custodial funds  Governments often present other schedules either to demonstrate legal compliance or to provide additional financial information of potential benefit to financial statement users. If these schedules relate to a given set of financial statements (e.g. governmental funds), they typically are placed immediately following those statements. If not, they are placed in a separate section at the end of the financial section of the ACFR.		GAAFR Chapter 33 - Financial section-Combining financial statements (nonmajor funds and discretely presented component units)
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Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
						<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>		
					15-001-00-1	For governments that have a <b>change in accounting principle and/or a change to or within the financial reporting entity</b> , combining and individual fund information and other supplementary information for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. <b>Note:</b> a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
					15-001-00-2	For governments that made an <b>error correction</b> , combining and individual fund information and other supplementary information for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in combining and individual fund information and other supplementary information should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 8 - Direct changes to net position/fund balance (for governments that have implemented GASB Statement No. 100)
				*	15-001-01	Does the financial section include a combining statement to support every column in the basic fund financial statements that aggregates data from more than one fund?  Each individual fund should be presented. Each nonmajor governmental fund should include a caption identifying its fund type.	GASB Cod. Sec. 2200.208	GAAFR Chapter 33 - Financial section-Combining financial statements (nonmajor funds and discretely presented component units)
				*	15-001-01-1	Do the combining statements for pension (and other employee benefit) trust funds report separate columns for each individual plan?	GASB Cod. Sec. 2200.208, footnote 55  GASB Cod. Sec. Sp20.117	
				*	15-001-01-2	Do the combining statements for investment trust funds report separate columns for each individual governmental external investment pool and individual investment account?  <b>Note:</b> Each individual pool must be reported separately, however the individual accounts (i.e., the amount attributable to each entity that participates in the pool) do not need to be separately reported or disclosed.	GASB Cod. Sec. 150.136, .138	
				*	15-001-01-3	Does each combining statement include a total column which is easily traceable to the corresponding column in the basic fund financial statements?	GASB Cod. Sec. 2200.208	GAAFR Chapter 33 - Financial section-Combining financial statements (nonmajor funds and discretely presented component units)
				*	15-001-02	Does the financial section include combining statements for individual discretely presented component units that are not reported as either (1) a separate column in the government- wide financial statements or (2) a separate column in a component unit combining statement included within the basic financial statements?  The combining statements should include total columns that are easily traceable to the corresponding column in the basic fund financial statements.  The presentation of fund financial statements for discretely presented component units is not a substitute for the presentation of combining statements when there are more than one discretely presented component units. Combining statements must be presented that include information for each discretely	GASB Cod. Sec. 2200.209	GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
					15-001-02-1	If the government includes condensed financial statements for its discretely presented component units in the notes, does the financial section of the ACFR include full combining statements for these discretely presented component units?  <b>Note:</b> for governments that have implemented GASB Statement No. 103, the option to report condensed financial statements for its discretely presented component units in the notes has been eliminated.	GASB Cod. Sec. 2200.209	GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
					15-001-03	If a discretely presented component unit does not issue a separate report, is all of the fund information normally required by GAAP provided in the financial section of the primary government's ACFR?	GASB Cod. Sec. 2200.209	GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
					15-001-04	If individual fund financial statements are presented, are they located in the subsection to which they relate, behind the combining financial statements, and sequenced in the same order as the related columns in the combining financial statements?	GASB Cod. Sec. 2200.208	GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
				*	15-001-05	If the financial reporting entity includes blended component units, has the government reclassified the general funds of the blended component units as special revenue funds?	GASB Cod. Sec. 2600.114	GAAFR Chapter 6 - Blended component units
					15-001-06	If individual fund financial statements are presented, do they provide additional information not already contained in the combining financial statements?		GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
				*	15-001-07	If the budgetary comparisons included within the basic financial statements or RSI for the general fund and annually budgeted major special revenue funds do not demonstrate compliance at the legal level of budgetary control, does the governmental fund subsection of the financial section provide budgetary comparison schedules that do achieve this objective?  <b>Note:</b> for governments that have implemented GASB Statement No. 103, the budgetary comparison schedules for the general fund and major special revenue funds can only be presented as RSI.	GASB Cod. Sec. 2400.104	GAAFR Chapter 33 - Financial section-Individual fund and discretely presented component unit financial statements
				*	15-001-07-1	Explanation: The legal level of budgetary control is the lowest level at which a government's management may not reallocate resources without special approval of the governing body. In certain extreme cases, the legal level of budgetary control may be so detailed that it is not practical to demonstrate compliance within the ACFR itself. In such cases, a separate, publicly available, budgetary report may be issued to demonstrate compliance at the legal level of budgetary control, provided the ACFR contains a reference to the existence of this separately issued report, in the notes to the financial statements. This reference to a separately issued budgetary report, however, does not eliminate the need to present budgetary comparisons within the ACFR for all individual governmental funds with legally adopted annual budgets. Rather, the level of detail needed for the individual fund budgetary comparisons need not exceed the level associated with the basic financial statements (that is, expenditures by function).  If a separate report is issued, the government should: (1) Make the separate report available to the public (e.g., website). (2) Submit a copy of the separate report to GFOA with the ACFR submission in the Award Management System. (3) Include a reference to the separate report (e.g., web address) in the ACFR, in the notes to the financial statements. (4) Ensure that the amounts stated in the separate are easily traced to the budgetary comparison level of detail (i.e. function or program level) presented in the ACFR. It may be necessary to include additional reconciliations or schedules, to indicate how the amounts in the ACFR and the separate report articulate.	GASB Cod. Sec. 2400.121	GAAFR Chapter 34 - Level of budgetary control

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A		*	15-001-08	Does the governmental fund subsection of the financial section provide budgetary comparison schedules that demonstrate compliance at the legal level of budgetary control for all other governmental funds with legally adopted annual or biennial budgets, using the budgetary basis of accounting?	GASB Cod. Sec. 2400.104-.105	GAAFR Chapter 33 - Financial section- Individual fund and discretely presented component unit financial statements
<p><b>SECTIONS 16 AND 17 HAVE BEEN OMITTED FROM THIS GENERAL PURPOSE CHECKLIST</b></p> <p><b>Section 16 is used for the questions in the Investment Section used in the Pension and Other Postemployment Benefit Systems and in the Cash and Investment Pools report checklists. Section 17 is used for questions in for the Actuarial Section of Pension and Other Postemployment Benefit Systems report checklist. <a href="https://www.gfoa.org/opec-checklist">https://www.gfoa.org/opec-checklist</a></b></p>								
<b>STATISTICAL SECTION</b>								
					18-800-00	<p>The Statistical section presents information about the government in five main categories: Financial Trends, Revenue Capacity, Debt Capacity, Demographic and Economic Information, and Operating Information. The Statistical section provides the users of the financial statements a historical background on how the government has performed by reporting multi-year data. The Statistical section should focus on the primary government.</p> <p>Details on each table can be found in GASB Statement 44 or Codification Section 2800.</p> <p>Most tables require ten years of data to be presented or the data for current year and nine years prior. Governments should disclose the reason when ten years of data is not presented in a table that normally requires ten years, if applicable. In the same way, disclose the reason when the required data is not presented in a table for the period nine years prior to the current period, if applicable.</p>	<p>GASB Cod. Sec. 2800.102-.105</p> <p>Certificate Program requirement</p>	GAAFR Chapter 35 - Background
<b>For governments that have implemented GASB Statement No. 100, Accounting Changes and Error Corrections</b>								
					18-800-00-1	For governments that have a <b>change in accounting principle and/or a change to or within the financial reporting entity</b> , statistical section information for periods earlier than those presented in the basic financial statements should not be restated or adjusted. If amounts from earlier periods are not reported consistently with the current period, because of the change made to the current period, an explanation should be included. Note: a change in accounting estimate is treated prospectively, prior periods are not restated.	GASB Cod. Sec. 2250.155-.157	GAAFR Chapter 35 - Background
					18-800-00-2	For governments that made an <b>error correction</b> , statistical section information for periods presented in the basic financial statements should be restated. If amounts from earlier periods are affected by the error correction, those periods should also be restated. Periods presented in the statistical should be identified as restated or not restated and an explanation about the nature of the error should be provided. If restatement of earlier periods is not practicable, an explanation as to why should be included.	GASB Cod. Sec. 2250.158-.159	GAAFR Chapter 35 - Background
				*	18-800-01	Does the report include a statistical section?	GASB Cod. Sec. 2800.701-1	GAAFR Chapter 35 - Background
<b>STATISTICAL SECTION</b>								
<b>FINANCIAL TRENDS</b>								
					18-801-01	Net Position – Does the statistical section separately present net position of governmental activities, business-type activities, and the total primary government by the three individual components of net position (i.e., net investment in capital assets, restricted, and unrestricted)?	GASB Cod. Sec. 2800.108	GAAFR Chapter 35 - Ten-year trend information on the components of net position
					18-801-02	Changes in Net Position – Does the statistical section separately present the changes in net position of governmental activities, business-type activities, and the total primary government (i.e., expenses by function, program, or identifiable activity; program revenues by category; significant charges for services revenues presented by function, program, or identifiable activity; total net (expense) revenue; general revenues and other changes in net position by type; and total change in net position)?	GASB Cod. Sec. 2800.109	GAAFR Chapter 35 - Ten-year trend information on changes in net position
				BTA	18-801-03	Changes in Net Position – Does the statistical section separately present the changes in net position of the stand-alone BTA (i.e., operating revenues and expenses presented separately from nonoperating revenues and expenses; revenues presented by major source; operating and nonoperating expenses presented (at the level of detail reported in the statement of revenues, expenses and changes in net position); other changes in net position presented if applicable (e.g., capital contributions, special items); and total change in net position)?	GASB Cod. Sec. 2800.109a	GAAFR Chapter 35 - Ten-year trend information on changes in net position
<b>For governments that have implemented GASB Statement No. 103, Financial Reporting Model Improvements</b>								
				BTA	18-801-03a	Changes in Net Position – Does the statistical section separately present the changes in net position of the stand-alone BTA (i.e., operating revenues and expenses presented separately from noncapital subsidies, and other nonoperating revenues and expenses; revenues presented by major source; operating and nonoperating expenses presented (at the level of detail reported in the statement of revenues, expenses and changes in net position); other changes in net position presented if applicable (e.g., unusual and infrequent items); and total change in net position)?	GASB Statement No. 103, paragraph 17	
					18-801-04	<p>Fund Balances – Does the statistical section separately present information on the fund balances for the general fund and all other governmental funds in the aggregate by the individual components of fund balance (i.e., nonspendable, restricted, committed, assigned, and unassigned)?</p> <p>Note: It is only necessary for a government to apply the GASB Statement No. 54 categories prospectively beginning with the year that the pronouncement is implemented. In that case, an explanation of the nature of the differences from the prior information should be provided on the table.</p>	GASB Cod. Sec. 2800.111a	GAAFR Chapter 35 - Ten-year trend information on fund balances
					18-801-05	Changes in Fund Balances – Does the statistical section present the changes in fund balances for total governmental funds (i.e., revenues by source; expenditures by function, including debt service by principal and interest; other financing sources and uses and other changes in fund balance by type; and total change in fund balances? If so:	GASB Cod. Sec. 2800.111b	GAAFR Chapter 35 - Ten-year trend information on changes in fund balances
					18-801-06	<p>Is a ratio of total debt service expenditures to noncapital expenditures presented?</p> <p>Explanation: The amount of noncapital expenditures of governmental funds excludes the expenditures that are reported as capital assets on the accrual basis (i.e., in the government-wide financial statements). The total amount of noncapital expenditures excludes not only those amounts that are reported in governmental funds as a separate capital outlay line item, but also the amounts that are included within functional expenditure categories. Conversely, “capital outlay” for items that do not meet the capitalization threshold should be included as noncapital expenditures.</p>	GASB Cod. Sec. 2800.111b, footnote 5	GAAFR Chapter 35 - Ten-year trend information on changes in fund balances
<b>STATISTICAL SECTION</b>								
<b>REVENUE CAPACITY</b>								
					18-802-01	Revenue Base – Does the statistical section present information for the major components of the revenue base of the government’s most significant source of own- source revenue (i.e., the direct rate applied; assessed value by component (if property tax is used); total estimated actual value of taxable property (if property tax is used))?	GASB Cod. Sec. 2800.112-.114	GAAFR Chapter 35 - Information about the revenue base (ten years)
				BTA	18-802-01-1	At a minimum, the enterprise fund must present information for its most significant own-source revenue. Generally, the largest own-source revenue will be a charge for service (e.g., usage charges for utilities, landing fees for airports, tuition for colleges, passenger fares for transit authorities). However, if an enterprise fund has a second own-source revenue that is nearly as significant as the first, it should also consider presenting information for that second revenue source.	GASB Cod. Sec. 2800.709-6	GAAFR Chapter 35 - Information on revenue capacity

Special			Unit	* Item	Question No.	Checklist Question	Citations	GAAFR reference
Yes	No	N/A						
					18-802-02	Direct Rate – Does the statistical section present each individual direct rate applied to the revenue base for the government's most significant own-source revenue and the total of those rates, as well as the rates of overlapping governments that are applied to that same revenue base?	GASB Cod. Sec. 2800.115-.117	GAAFR Chapter 35 - Information about revenue rates (ten years)
					18-802-03	Principal Revenue Payers – Does the statistical section present information about the payers or remitters, as appropriate, for the government's largest own-source revenue for the current fiscal year and the fiscal year ended nine years prior?	GASB Cod. Sec. 2800.118-.119	GAAFR Chapter 35 - Information about principal revenue payers (current year and nine years prior)
			BTA		18-802-03-1	If an enterprise fund does not have any principal payers because all payers remit approximately the same amount, the schedule of principal payers need not be presented. In this case, the enterprise fund could include information that describes important characteristics that affect how much is paid by an individual payer. For example, higher education institutions would not normally have information about principal payers of tuition, but could provide information about the resident versus nonresident status of students.  When legal prohibitions do not allow for the presentation of information by individual payers, enterprise funds should present alternative information. For example, rather than the inclusion of individual payers, an enterprise fund could present a schedule that shows the amount of revenue by payer type.	GASB Cod. Sec. 2800.712-3	GAAFR Chapter 35 - Information about principal revenue payers (current year and nine years prior)
					18-802-04	Property Taxes – Does the statistical section present information for the government's property taxes (i.e., amount levied for each year presented, amount of the levy collected prior to the end of the year for which it is levied and the percentage that those collections represent of the total levy, amount of collections in subsequent years, the total amount of the levy collected to date, and the percentage of the total levy collected to date)?	GASB Cod. Sec. 2800.120	GAAFR Chapter 35 - Information about property tax levies and collections (ten years)
<b>STATISTICAL SECTION</b>								
<b>DEBT CAPACITY</b>								
					18-803-01	Legal Debt Margin – If the government is subject to a legal debt limit, does the statistical section present the calculation of the government's legal debt margin for the last 10 fiscal years, including the current fiscal year?	GASB Cod. Sec. 2800.128	GAAFR Chapter 35 - Information about debt limitations (ten years/current year)
					18-803-02	Ratios of Outstanding Debt by Type – Does the statistical section separately present by type the outstanding debt of governmental activities and business-type activities, as well as include the total outstanding debt for the primary government? If so, does it include: (1) The ratio of total outstanding debt to personal income? (2) The total personal income if not already presented with other demographic information? (3) The amount of total outstanding debt per capita?  Note: The amount of debt should also include any premiums and discounts associated with the debt.	GASB Cod. Sec. 2800.122-.123	GAAFR Chapter 35 - Ratios of outstanding debt (ten years)
			BTA		18-803-02-1	If personal income information is not an appropriate denominator for the enterprise fund, another appropriate economic base should be used to calculate the amount. A public utility could use the number of customers, colleges and universities could use number of students.	GASB Cod. Sec. 2800.123, .715-5	GAAFR Chapter 35 - Ratios of outstanding debt (ten years)
					18-803-03	Ratios of General Bonded Debt Outstanding – Does the statistical section present data on general bonded debt or net bonded debt for each type of debt and in total that will be repaid by general government resources and include a ratio of general bonded debt or net general bonded debt to estimated actual value of taxable property; and a ratio of net general bonded debt per capita?  Note: If the government has accumulated resources that are restricted for the repayment of outstanding debt principal, those amounts should be separately presented and deducted from the total outstanding debt to arrive at the amount of net general bonded debt.	GASB Cod. Sec. 2800.124-.125	GAAFR Chapter 35 - Ratios of general bonded debt (ten years)
					18-803-04	Direct and overlapping debt – Does the statistical section present the required information about direct and overlapping debt for governmental activities for the current fiscal year?  Note: The direct debt should include all the long-term debt in governmental activities.	GASB Cod. Sec. 2800.126-.127	GAAFR Chapter 35 - Information about direct and overlapping debt (current year only)
					18-803-05	Pledged Revenue Coverage – Does the statistical section include coverage information for non-general obligation debt that is secured by a pledged revenue stream for past 10 years?	GASB Cod. Sec. 2800.129	GAAFR Chapter 35 - Information about pledged-revenue coverage (ten years)
<b>STATISTICAL SECTION</b>								
<b>DEMOGRAPHIC AND ECONOMIC INFORMATION</b>								
					18-804-01	Does the statistical section present demographic and economic indicators including population, total personal income (if not presented with ratios of outstanding debt), per capita personal income, and unemployment rate?	GASB Cod. Sec. 2800.130-.132	GAAFR Chapter 35 - Demographic and economic indicators (ten years)
					18-804-02	Principal employers – Does the statistical section provide information about the largest ten employers in the government's jurisdiction for the current year and nine years prior?	GASB Cod. Sec. 2800.133	GAAFR Chapter 35 - Principal employers (current year and nine years prior)
					18-804-03	Does the statistical section provide operating information for the government including number of employees, level of demand for services, and capital assets?  It is not necessary for governments to begin collecting information to present in this category. Instead, governments should choose relevant items from	GASB Cod. Sec. 2800.134, .725-1	GAAFR Chapter 35 - Operating information
			School		18-804-04-1	To supplement the information normally provided for employees, the school district should consider providing the following information about teachers: salary ranges, number of teachers in each salary range, average salary, and education levels.  To supplement the information normally provided for the level of demand for services the school district should consider providing the following ratios unique to school districts: cost per student, teacher to student ratio, percentage of student body receiving subsidized lunches.  To supplement the information normally provided for capital assets the school district should consider providing the following information on individual school buildings: age, square footage, capacity, percentage of capacity currently in use.	GASB Cod. Sec. 2800.902, Exhibits 18-20	GAAFR Chapter 38 - Statistical section
<b>OTHER CONSIDERATIONS</b>								
					19-001-01	Is the report free of inconsistencies? (If not, please specify.) For example, amounts reported within the ACFR should agree with related amounts reported elsewhere within the ACFR.	Certificate Program requirement	
					19-001-02	If the government participated in the Certificate of Achievement for Excellence in Financial Reporting Program in the immediately preceding fiscal year, has the government adequately remedied or otherwise responded to the comments and suggestions generated by the previous review? (If not, please specify.)		GAAFR Chapter 33 - GFOA Certificate of Achievement for Excellence in Financial Reporting