

**Client
Assistance Listing**

Priority	Category	Description	Staff Assignment	Date requested by	Completed
0-5					
0	General Planning	Any new lease agreements or amendments to old agreements		9/3/2017	
0	General Planning	Any new contracts or significant agreements entered into		9/3/2017	
0	General Planning	Signed confirmations of debt and cash		9/3/2017	
0	General Planning	Invoices/support for all legal expenses incurred during the fiscal year.		9/3/2017	
0	General Planning	Electronic copy of the Budget for the 2017 fiscal year		9/3/2017	
0	General Planning	Any budget variance analysis and explanations		9/3/2017	
0	General Planning	Listing of Board of Trustees as of 6/30/2017		9/3/2017	
0	General Planning	Completed internal control organizer and narratives		9/3/2017	
0	General Planning	Changes to by-laws (if any)		9/3/2017	
0	General Planning	Changes to employee handbook (if any)		9/3/2017	
0	General Planning	Board minutes through 9/3/2017		9/3/2017	
1	General Planning	Electronic trial balance as of 6/30/2017		9/7/2017	
1	General Planning	General ledger detail for the fiscal year		9/7/2017	
1	General Planning	General ledger detail for 7/1/2017 - 9/7/2017		9/7/2017	
1	Accounts Receivable	Detailed aged listing of Accounts Receivable. We will select our sample to test when we receive the detail and return it to you to have pulled by the time we arrive.		9/7/2017	
1	Accounts Receivable	Invoices and subsequent receipts of items selected from testing as noted directly above.		9/7/2017	
1	Accounts Receivable	A listing of all subsequent bank deposits from 7/1/2017 - 9/7/2017 (Checkbook register)		9/7/2017	
1	Accounts Receivable	Copies of all special assessment tax rolls for the most recent levies.		9/7/2017	
1	Accounts Receivable	A copy of the "Tax Rate Request" (L-4029).		9/7/2017	
1	Accounts Receivable	Settlement Statement from Saginaw County		9/7/2017	
1	Accounts Receivable	Delinquent and rejected according to the tax roll and return of the Township		9/7/2017	
1	Revenues	A copy of each State warrant for State revenue for entire fiscal year		9/7/2017	
1	Revenues	A complete reconciliation of all water bills to total revenue on the ledger.		9/7/2017	
1	Payroll	Payroll accrual worksheet for 6/30/2017		9/7/2017	
1	Payroll	Gross to net summary report for first pay in July2017		9/7/2017	
1	Payroll	Support for unemployment accrual		9/7/2017	
1	Payroll	Remittance to State of Michigan paid in July2017		9/7/2017	
1	Payroll	Report listing PTO balance as of 6/30/2017		9/7/2017	
1	Payroll	Accrued Health and Dental Calculation and supporting quarterly settlement reports		9/7/2017	
1	Payroll	Bonus accrual calculation (if applicable)		9/7/2017	
1	Payroll	Board approval of bonus accrual (if applicable)		9/7/2017	
1	Payroll	A copy of each quarterly 941 from 6/30/2016 - 6/30/2017		9/7/2017	
1	Payroll	A listing of total wages eligible for the pension and total pension contributions the fiscal year ended 6/30/2017. Also, include the number of employees that are covered by the pension.		9/7/2017	
1	Payroll	A copy of annual pension actuarial report.		9/7/2017	
1	Payroll	Pension contributions made from January 1, 2016 to June 30, 2016		9/7/2017	

2	Prepays	Schedule of prepaid expenses	9/10/2017
2	Prepays	Schedule of prepaid insurance	9/10/2017
2	Prepays	Original invoices supporting each type of insurance indicating coverage period	9/10/2017
2	Accounts Payable	Open Item (unpaid invoices) report for Accounts Payable as of 6/30/2017	9/10/2017
2	Accounts Payable	Check register listing and EFT listing from 7/1/2017 - 9/10/2017	9/10/2017
2	Accounts Payable	Original supporting invoices for sample selected from number three above	9/10/2017
2	Long term Debt	Schedule of outstanding long term debt as of 6/30/2017 (including Obligation number, maturity date, interest rate, beginning principal, payments/additions, balance at year end, current portion vs long term portion, and the amount of interest paid.	9/10/2017
2	Long term Debt	Copies of new debt and lease agreements (if any)	9/10/2017
2	Long term Debt	Amortization schedules for each of the notes payable	9/10/2017
2	Long term Debt	Line of credit statements from financial institutions as of 6/30/2017 (if any)	9/10/2017
3	Financial Statements	Summary of Lease Commitments updated from prior year listing out commitments for each of the next five years and thereafter.	9/13/2017
3	General Planning	Board minutes through 9/13/2017	9/13/2017
3	Investments	Investment statements as of 6/30/2017 and reconciliation to the TB	9/13/2017
3	Fixed Assets	A listing of fixed asset additions by location and category	9/13/2017
3	Fixed Assets	Original Supporting invoices for the sample selected from directly above	9/13/2017
3	Fixed Assets	Asset disposal listing	9/13/2017
4	Cash	Bank reconciliations for each bank account as of 6/30/2017	9/15/2017
4	Cash	Bank statements for each bank account as of 6/30/2017 - 9/18/2017	9/15/2017
4	Equity	Reconciliation of prior year ending balance to current year ending balance	9/15/2017
4	Equity	Detail of temporarily restricted activity	9/15/2017
5	Financial Statements	Any changes to the retirement plan or match percentage or vesting period	9/18/2017
5	Financial Statements	Supporting documentation for any major subsequent events from 7/1/2017 through fieldwork	9/18/2017
5	Financial Statements	Detail for any related party transactions and amounts outstanding at 6/30/2017	9/18/2017
5	F65	2016 Form W3 with number of fire fighters and or police during the calendar year	9/18/2017