

District Check List:

- 1 Balance Sheets balance for each fund (Assets = Liabilities + Fund Equity) 00000BalSht2008.asc file
- 2 Revenue/Expenditure data "ties out" to balance sheet (Beginning Fund Balance + Revenues - Expenditures = Balance Sheet Fund Equity) 00000RevExp2008.asc
- 3 District reports for all funds reported in prior year (unless prior year fund was closed out)
- 4 State Revenues match State Aid payment amounts (3111, 3119, 3129, 3121, 3129) State Aid Summary - <http://doe.sd.gov/ofm/stateAid/index.asp>
- 5 School & Public Lands dollars should match what was paid to each district 10-3112
- 6 Each District has a dollar amount reported in 10-3114 (Bank Franchise Tax) (except Shannon County)
- 7 Impact Aid districts have Fund 27 and report revenue 4111, most should have 4111 in fund 22, also No 4111 reported in 10, 24, 25, 26, 29, 51, or 53
- 8 Transfers between funds should tie out - i.e. revenue accounts 5110 in a fund should match expenditure accounts 8110 in another fund
- 9 Object 690 should be used in conjunction with expend function 8110
- 10 Balance Sheet accounts 110 & 112 reported in taxing funds only (10,21,22,24,30) and shouldn't be <0 and should generally = balance sheet acct 474
- 11 Balance Sheet Fund equity accounts in the 701 category can never be <0
- 12 All public districts should report Fund 90 balance sheet
- 13 Fund 90 Gen Cap Assets accounts 208, 209, 210, 211 should always be <0
- 14 If Long Term Debt (Fund 21, 30's, 40's), expenditure function 5000 reported, should report Fund 00 Balance Sheet and Schedule of Long Term Debt
- 15 Debt Service expenditures (exp funct 5000, object 600's) should match data reported on the schedule of long term debt
- 16 Outstanding balances on the schedule of long term debt should match up to payable accounts in Fund 00
- 17 Allocate administrative special education costs by disability in Fund 22 - expenditures under function 2710 should be distributed based on the district's child count
- 18 Districts providing contracting services should have revenue reported in 1943
- 19 Expend function 1293 & 1294 should only be used by contracting districts* *, all others should report expenditures elsewhere
- 20 Expend function 4900 analysis. i.e. should not report tuition payments to other LEAs under this function
- 21 Expend function 2227 used appropriately in all funds (Technology in Schools)
- 22 Analyze revenue accts 5150 & 5160 for validity
- 23 Analyze expend funct 8130 & 8140 validity
- 24 Food Service Fund state payments 51-3810 match amount paid
- 25 Federal Food Service Assistance amounts reported in 4810 & 4820
- 26 Cost of Sales for Purchased and Donated Food - expense objects 461 & 462 reported in Food Service Fund
- 27 Depreciation Expense reported in Food Service Fund
- 28 No Revenue amounts or Expenditure amounts reported <0
- 29 Transportation survey data should have students reported in the category of the type of route they offer. Route miles should be reported on a daily average.
- 30 Medicaid Admin Program Revenue should be reported in funds 10&22 under account 4193, the Fee should be reported as an Expenditure in 10-2490-319
- 31 Direct Services Medicaid revenue should be reported in fund 22 account 4188

**Contracting Districts are: Elk Mountain 16-2, Big Stone 25-1, Polo 29-2, Wood 47-2, Carhage 48-2, Northwest 52-3, Greater Hoyt 61-4, Greater Scott 61-5, Shannon County 65-1