



Flexgen Audit

Preparing Meaningful Financial Reports

Understanding Basic Financial Reports

Basic financial reports show where an organization's money came from, where it went, and where it is now.

Balance Sheet

Balance Sheet displays ending balances for all asset, liability and equity accounts. Individual revenue and expenditure accounts are not listed. The total revenues and total expenditures are displayed as control accounts. The main objective of the balance sheet is to show the assets balanced to the sum of liabilities and equities.

ACQ605	2008/11/19 14:10:15	Local Government Demo	FlexGen4 (6.1U)
Balance Sheet			
SEPTEMBER 30, 2008			
122 DRUG CONTROL			
	Sub Cost Sub		
	Fnd-Funct-Obj-Fnd-Centx-Obj	Account Name	Amount
ASSETS			
122-11140		CASH WITH TRUSTEE	121,754.13
122-14100		ESTIMATED REVENUES	112,000.00
122-14200		UNLIQUIDATED ENCUMBRANCES (CONTROL)	4,667.14
122-14500		EXPENDITURES - CURRENT YEAR (CONTROL)	34,359.66
122-14600		EXP CHGD TO RESERVE FOR PRIOR YRS ENC	3,040.26
		TOTAL ASSETS	275,821.19
LIABILITIES			
122-21330		RETIREMENT CONTRIBUTIONS	341.53-
122-21341		STANDARD LIFE INSURANCE	22.00-
122-21342		COUNTY HEALTHCARE	600.00-
122-21359		GUARDIAN LIFE INSURANCE	11.01-
122-28100		APPROPRIATIONS (CONTROL)	142,636.00-
122-28500		REVENUES (CONTROL)	15,106.80-
		TOTAL LIABILITIES	158,717.34-
EQUITIES			
122-34110		RESERVED FOR ENCUMBRANCES - CURRENT YEAR	4,667.14-
122-34120		RESERVED FOR ENCUMBRANCES - PRIOR YEAR	3,865.21-
122-39000		UNDESIGNATED FUND BALANCE	139,207.50-
122-39000		BUDGET UNDESIGNATED FUND BALANCE	30,636.00
		TOTAL EQUITIES	117,103.85-
		Fund Is In Balance	0.00



Trial Balance

The trial balance displays the same accounts and basic structure as the balance sheet, but includes beginning balances and YTD debits/credits as well as ending balances.

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Trial Balance
SEPTEMBER 30, 2008

122 DRUG CONTROL						
Funct-Obj-Fnd-Centr-Obj	Sub Cost Sub	Account Name	Beginning Fiscal Year Balance	Y-T-D Debit	Y-T-D Credit	Ending Balance
11140		CASH WITH TRUSTEE	143,072.71	15,931.75	37,250.33	121,754.13
14100		ESTIMATED REVENUES	0.00	112,000.00	0.00	112,000.00
14200		UNLIQUIDATED ENCUMBRANCES (CON	0.00	19,952.02	15,284.88	4,667.14
14500		EXPENDITURES - CURRENT YEAR (C	0.00	34,359.66	0.00	34,359.66
14600		EXP CHGD TO RESERVE FOR PRIOR	0.00	3,865.21	824.95	3,040.26
TOTAL ASSETS			143,072.71	186,108.64	53,360.16	275,821.19
21310		INCOME TAX WITHHELD AND UNPAID	0.00	530.45	530.45	0.00
21320		SOCIAL SECURITY TAX	0.00	1,084.00	1,084.00	0.00
21325		EMPLOYEE MEDICARE DEDUCTION	0.00	253.52	253.52	0.00
21330		RETIREMENT CONTRIBUTIONS	0.00	683.06	1,024.59	341.53-
21341		STANDARD LIFE INSURANCE	0.00	11.00	33.00	22.00-
21342		COUNTY HEALTHCARE	0.00	1,200.00	1,800.00	600.00-
21359		GUARDIAN LIFE INSURANCE	0.00	0.00	11.01	11.01-
21500		DUE TO OTHER FUNDS	0.00	7,084.97	7,084.97	0.00
28100		APPROPRIATIONS (CONTROL)	0.00	0.00	142,636.00	142,636.00-
28500		REVENUES (CONTROL)	0.00	0.00	15,106.80	15,106.80-
TOTAL LIABILITIES			0.00	10,847.00	169,564.34	158,717.34-
34110		RESERVED FOR ENCUMBRANCES - CU	0.00	15,284.88	19,952.02	4,667.14-
34120		RESERVED FOR ENCUMBRANCES - PR	3,865.21-	0.00	0.00	3,865.21-
39000		UNDESIGNATED FUND BALANCE	139,207.50-	0.00	0.00	139,207.50-
39000		BUDGET UNDESIGNATED FUND BALAN	0.00	30,636.00	0.00	30,636.00
TOTAL EQUITIES			143,072.71-	45,920.88	19,952.02	117,103.85-
Total DRUG CONTROL			0.00	242,876.52	242,876.52	0.00

Statement of Revenue

Statement of Revenue lists the current revenue for the selected month. It also compares the YTD revenue to the budget along with a percentage of the budget that has been realized and how much is left to realize.

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Statement Of Estimated, Realized, And Unrealized Revenue
AUGUST 31, 2008

122 DRUG CONTROL							
Funct-Obj-Fnd-Centr-Obj	Sub Cost Sub	Orig Est Amendments	Total Estimated	Year-To-Date Realized	Percent Realized	Unrealized	Current Revenue
42000							
42600							
42640		25,000.00	25,000.00	2,008.30-	8.0	22,991.70	2,008.30-
	DRUG CONTROL FINES	0.00					
Total OTHER COURTS - IN-COUNTY		25,000.00	25,000.00	2,008.30-	8.0	22,991.70	2,008.30-
		0.00					
42900 OTHER FINES, FORFEITURES AND PENALTIES							
42910		87,000.00	87,000.00	13,098.50-	15.1	73,901.50	1,366.00-
	PROCEEDS FROM CONFISCATED PROPERTY	0.00					
Total OTHER FINES, FORFEITURES AND P		87,000.00	87,000.00	13,098.50-	15.1	73,901.50	1,366.00-
		0.00					
Total FINES, FORFEITURES AND PENALTIE		112,000.00	112,000.00	15,106.80-	13.5	96,893.20	3,374.30-
		0.00					
Total Revenue		112,000.00	112,000.00	15,106.80-	13.5	96,893.20	3,374.30-
		0.00					
Total Other Sources		0.00	0.00	0.00	0.0	0.00	0.00
		0.00					
Total DRUG CONTROL		112,000.00	112,000.00	15,106.80-	13.5	96,893.20	3,374.30-
		0.00					



Statement of Expenditures

Statement of Expenditures and Encumbrances lists the current expenditures and encumbrances for the selected month. It also compares the YTD expenditures and encumbrances to the budget along with a percentage of the budget that has been used and how much is left.

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Statement Of Expenditures And Encumbrances
SEPTEMBER 30, 2008

122 DRUG CONTROL
50000 GENERAL COUNTY OPERATIONS
54000 PUBLIC SAFETY
54150 DRUG ENFORCEMENT

Sub Cost Sub Obj-Fnd-Centr-Obj Title	Original Appro Amendments	Total Appropriation	YTD Expenditures YTD Encumbrances	Unencumb Balance Percent Used	SEPTEMBER Expen SEPTEMBER Encum
106	35,000.00-	35,000.00-	8,749.86	26,250.14-	2,916.62
DEPUTY (IES)	0.00		0.00	25.00%	0.00
201	2,200.00-	2,200.00-	542.00	1,658.00-	180.35
SOCIAL SECURITY	0.00		0.00	24.64%	0.00
204	2,450.00-	2,450.00-	587.10	1,862.90-	195.70
STATE RETIREMENT	0.00		0.00	23.96%	0.00
205	7,200.00-	7,200.00-	1,801.57	5,398.43-	601.57
EMPLOYEE AND DEPENDENT INSURANCE	0.00		0.00	25.02%	0.00
206	60.00-	60.00-	14.25	45.75-	4.75
LIFE INSURANCE	0.00		0.00	23.75%	0.00
212	510.00-	510.00-	126.76	383.24-	42.18
EMPLOYER MEDICARE	0.00		0.00	24.85%	0.00
307	2,500.00-	2,500.00-	0.00	2,500.00-	0.00
COMMUNICATION	0.00		0.00	0.00%	0.00
319	19,000.00-	19,000.00-	4,500.00	13,000.00-	1,500.00
CONFIDENTIAL DRUG ENFORCEMENT PAYMENTS	0.00		1,500.00	31.58%	1,500.00
435	2,500.00-	2,500.00-	0.00	2,500.00-	0.00
OFFICE SUPPLIES	0.00		0.00	0.00%	0.00



Summary Financial Statement

Summary Financial Statement compares revenues to summarized expenditures and displays the difference from the budget and ledger standpoints.

ACQ795 2008/11/19 15:31:02 Local Government Demo FlexGen4(6.1U) Page: 1

Summary Financial Statement
AUGUST 31, 2008 Fiscal Year Time Lapse: 16.66

116 SOLID WASTE/SANITATION

Account	Description	-----Year-To-Date-----			-----AUGUST-----		
		Budget Estimate	Actual	Percent Of Budget	Estimate Avg/Mch	Actual	Percent Of Avg
REVENUES							
40110	CURRENT PROPERTY TAX	1,035,845.00	0.00	0.0	86,320.42	0.00	0.0
40120	TRUSTEE'S COLLECTIONS - PRIOR YEAR	36,000.00	8,019.02-	22.3	3,000.00	4,193.92-	139.8
40130	CIR CLK/CLK & MASTER COLLECTIONS-PR YR	12,000.00	1,092.30-	9.1	1,000.00	1,092.30-	109.2
40140	INTEREST AND PENALTY	6,500.00	633.51-	9.7	541.67	365.81-	67.5
40150	PICK-UP TAXES	4,000.00	400.67-	10.0	333.33	34.94-	10.5
40162	PAYMENTS IN LIEU OF TAXES-LOCAL UTILITIE	46,000.00	0.00	0.0	3,833.33	0.00	0.0
40350	INTERSTATE TELECOMMUNICATIONS TAX	250.00	47.05-	18.8	20.83	23.07-	110.8
43110	TIPPING FEES	800,000.00	51,931.99-	6.5	66,666.67	51,931.99-	77.9
44145	SALE OF RECYCLED MATERIALS	9,500.00	800.00-	8.4	791.67	200.00-	25.3
46170	SOLID WASTE GRANTS	21,200.00	0.00	0.0	1,766.67	0.00	0.0
46430	LITTER PROGRAM	43,167.00	0.00	0.0	3,597.25	0.00	0.0
46820	INCOME TAX	10,000.00	13,979.46-	139.8	833.33	13,979.46-	1677.5
49800	TRANSFERS IN	30,000.00	0.00	0.0	2,500.00	0.00	0.0
Total REVENUES		2,054,462.00	76,904.00-	3.7	171,205.17	71,821.49-	42.0
EXPENDITURES							
55720	SANITATION EDUCATION/INFORMATION	1,344,554.00-	109,970.39	8.2	112,046.15-	87,325.96	77.9
55732	CONVENIENCE CENTERS	819,577.00-	106,953.39	13.0	68,298.08-	56,321.92	82.5
55770	POSTCLOSURE CARE COSTS	21,000.00-	0.00	0.0	1,750.00-	0.00	0.0
64000	LITTER AND TRASH COLLECTION	43,167.00-	7,065.35	16.4	3,597.25-	3,624.45	100.8
Total EXPENDITURES		2,228,298.00-	223,989.13	10.1	185,691.48-	147,272.33	79.3
Total SOLID WASTE/SANITATION		173,836.00-	147,085.13	84.6	14,486.31-	75,450.84	520.8

Monitoring Financial Reports

The basic financial reports need to be reviewed frequently (at least monthly) to ensure that the monthly and yearly financial reports are as accurate as possible. It is much easier to find and correct mistakes as they happen rather than months later.

Remember: Just because it is the computer does not mean it's correct!

Recognizing Problem Accounts

Things to look for:

- Over expenditures that need budget amendments
- Revenues/expenditures that need journal entries
- Payables and/or receivables that need adjusting
- Miscellaneous posting errors that need correcting
- "Due to" and/or "Due from" accounts

Some "Red Flags" are:

- Liability accounts with debit balances
- Asset accounts with credit balances
- Expenditure accounts greater than 100% of budget
- Liability accounts with left over pennies



A Problem Balance Sheet

This is a balance sheet that shows some typical errors that need attention.

1. Miscellaneous posting error
2. Liability accounts with debit balances
3. Liability accounts with leftover pennies
4. Fund is out of balance

101-14200	UNLIQUIDATED ENCUMBRANCES (CONTROL)	144,146.53
101-14500	EXPENDITURES - CURRENT YEAR (CONTROL)	6,876,254.87
101-14510	TRANSFERS TO OTHER FUNDS (CONTROL)	1,000,000.00
101-14600	EXP CHGD TO RESERVE FOR PRIOR YRS ENC	37,193.18
101-14600-	EXP CHGD TO RESERVE FOR PRIOR YRS ENC	30.00
1.	-JC	
	Total Assets	22,821,471.03
	Liabilities, Reserves, And Fund Balances	
101-21310	INCOME TAX WITHHELD AND UNPAID	53.66
101-21320	SOCIAL SECURITY TAX	50.00
101-21343	COMPANY #3	6.18
101-21346	COMPANY #6	27.04
101-21348	COMPANY #8	0.01
101-21350	TAX SHELTER ANNUITIES	
101-21530	DUE TO STATE OF TENNESSEE	3,578.50
101-21951	CUSTOMER DEPOSITS PAYABLE	1,760.50
101-22200	OTHER DEFERRED CREDITS	4,284.00
101-28100	APPROPRIATIONS (CONTROL)	10,186,262.74
101-28500	REVENUES (CONTROL)	7,581,194.48
101-34110	RESERVED FOR ENCUMBRANCES - CURRENT YEAR	144,146.53
101-34120	RESERVED FOR ENCUMBRANCES - PRIOR YEAR	37,586.38
101-34151	RESERVED FOR ALCOHOL AND DRUG TREATMENT	80,380.14
101-34154	RESERVED FOR LITIGATION T-JAIL,WRKHOUS	177,587.13
101-35110	DESIGNATED FOR PURPOSE 1	40,991.38
101-35160	DESIGNATED FOR PURPOSE 6	79,363.13
101-35180	DESIGNATED FOR PURPOSE 8	121,633.74
101-35200	DESIGNATED FOR PURPOSE 10	9,460.85
101-35210	DESIGNATED FOR PURPOSE 11	968.82
101-39000	UNDESIGNATED FUND BALANCE	4,702,254.20
	Expenditures Exceed Revenues	295,060.39
	Total Liabilities, Reserves, And Fund Balances	22,876,410.64
4.	Fund Is Out Of Balance	54,939.61

G/L Month: 06 JUNE
Beginning Fund: 101
Ending Fund: 101

* End of Report: Local Government Data Demo *



Over Expenditure

This Statement of Expenditures shows an expenditure account that has exceeded the budget and may need a budget amendment or journal entry (depending on whether it was an actual over expenditure or a posting error.)

ACQ705 2004/06/01 14:26:04 Sample County FlexGen4 (6.1U) Page: 1

Statement Of Expenditures And Encumbrances
JUNE 01, 2004

101 GENERAL
50000 GENERAL COUNTY OPERATIONS
51000 GENERAL GOVERNMENT
51800 COUNTY BUILDINGS

Sub Cost Sub Obj-Fnd-Centr-Obj Title	Original Appro Amendments	Total Appropriation	YTD Expenditures YTD Encumbrances	Unencumb Balance Percent Used	JUNE Expen JUNE Encum
BUILDING AND CONTENTS INSURANCE	0.00		0.00	98.24%	0.00
511	4,000.00-	4,000.00-	6,315.00	2,315.00	0.00
VEHICLE AND EQUIPMENT INSURANCE	0.00		0.00	157.88%	0.00
599	5,000.00-	5,000.00-	3,242.41	1,302.64-	0.00
OTHER CHARGES	0.00		454.95	73.95%	0.00
719	3,000.00-	3,000.00-	1,584.92	1,379.16-	0.00
OFFICE EQUIPMENT	0.00		35.92	54.03%	0.00
Total COUNTY BUILDINGS	340,841.00-	340,841.00-	221,910.21	111,596.58-	0.00
	0.00		7,334.21	67.26%	0.00

Posting Error

This Statement of Expenditures shows an expenditure account that has not been budgeted for and needs a budget amendment or journal entry. This will depend on whether this was an unexpected expense that was not budgeted for initially or simply a posting error (which is more likely.)

ACQ705 2008/11/19 09:08:54 Local Government Demo FlexGen4 (6.1U) Page: 2

Statement Of Expenditures And Encumbrances
SEPTEMBER 30, 2008

101 GENERAL
50000 GENERAL COUNTY OPERATIONS
51000 GENERAL GOVERNMENT
51100 COUNTY COMMISSION

Sub Cost Sub Obj-Fnd-Centr-Obj Title	Original Appro Amendments	Total Appropriation	YTD Expenditures YTD Encumbrances	Unencumb Balance Percent Used	SEPTEMBER Expen SEPTEMBER Encum
517	0.00	0.00	1,500.00	1,500.00	1,500.00
SURCHARGE	0.00		0.00	0.00%	0.00
599	30,000.00-	30,000.00-	2,804.43	27,195.57-	1,780.97
OTHER CHARGES	0.00		0.00	9.35%	40.00-
599- -WHEEL	5,500.00-	5,500.00-	0.00	715.17-	0.00
OTHER CHARGES	0.00		4,784.83	87.00%	4,784.83
Total COUNTY COMMISSION	352,683.00-	352,683.00-	144,853.84	203,044.33-	8,665.08
	0.00		4,784.83	42.43%	4,709.83



General Ledger Detail Listing

On the Accounting menu, select “Reports”, “GL Reports”, “Account Balances” and then “Detail By Account.” This is a very useful report to check for potential budget problems.

ACQ400 2004/06/01 15:04:42 Sample County FlexGen4(6.1U) Page: 10

General Ledger Detail Listing
JUNE 30, 2004

101 GENERAL

Fnd-Funct-Obj-Fnd-Centr-Obj	Sub Cost Sub	Budget/Beg Bal	Activity	Balance	Encumbered	Unencumbered	Percent
101-58500-316-	-001	0.00	17,000.00	17,000.00	0.00	17,000.00	0.0
101-58500-316-	-006	0.00	20,000.00	20,000.00	0.00	20,000.00	0.0
101-58500-316-	-009	0.00	160,750.00	160,750.00	0.00	160,750.00	0.0
101-58500-316-	-014	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0
101-58500-316-	-015	0.00	2,822.00	2,822.00	0.00	2,822.00	200.0
101-58500-316-	-016	0.00	97,499.97	97,499.97	0.00	97,499.97	997.0
101-58500-316-	-017	0.00	3,500.00	3,500.00	0.00	3,500.00	0.0
101-58500-316-	-018	0.00	3,000.00	3,000.00	0.00	3,000.00	0.0
101-58500-316-	-019	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0
101-58500-316-	-022	0.00	45,375.00	45,375.00	0.00	45,375.00	500.0
101-58600-186		18,100.00-	0.00	18,100.00-	0.00	18,100.00-	0.0
101-58600-201		81,000.00-	46,436.40	34,563.60-	0.00	34,563.60-	57.3
101-58600-204		130,000.00-	77,654.73	52,345.27-	0.00	52,345.27-	59.7
101-58600-206		3,200.00-	2,274.90	925.10-	0.00	925.10-	71.1
101-58600-207		193,500.00-	135,513.05	57,986.95-	0.00	57,986.95-	70.0
101-58600-208		30,000.00-	8,057.17	21,942.83-	0.00	21,942.83-	26.9
101-58600-210		5,000.00-	151.50	4,848.50-	0.00	4,848.50-	3.0
101-58600-212		19,200.00-	17,408.75	1,791.25-	0.00	1,791.25-	90.7
101-58900-599		157,568.00-	0.00	157,568.00-	0.00	157,568.00-	0.0
101-91150-791		0.00	0.00	0.00	359.00	359.00	900.0
101-99100-590		1,000,000.00	1,000,000.00	2,000,000.00	0.00	2,000,000.00	100.0

Total EXPENDITURES		10,186,262.74-	7,876,254.87	2,310,007.87-	144,146.53	2,165,861.34-	78.7

Total GENERAL		10,186,262.74-	7,876,254.87	2,310,007.87-	144,146.53	2,165,861.34-	78.7
=====							

Sub Cost Sub
G/L Month Fnd-Funct-Obj-Fnd-Centr-Obj

Beginning: 101-51100- - - -

Ending: JUNE 06 2004 101-ZZZZZ-ZZZ-ZZZ-ZZZZZ-ZZZ

* End of Report: Local Government Data Demo *

Correcting Account Balances

In order to know how to properly correct account balances, you must understand the different account types and transaction types. Also, a basic understanding of the how the budget and ledger interact.

Account Types

There are 5 different account types. They are: assets, liabilities, equities, revenues, and expenditures.

1. Assets

Assets are cash and cash equivalents. They include: bank accounts, savings accounts, investment accounts, receivables, inventory, and “due from” accounts. A debit increases the balance of an asset account and a credit decreases. Assets normally carry a debit (positive) balance.



2. Liabilities

Liabilities are debts and obligations. They include: payables, payroll deductions, and “due to” accounts. A debit decreases the balance of a liability account and a credit increases. Liabilities normally carry a credit (negative) balance.

3. Equities

Equities are the difference between assets and liabilities. They include: reserve and fund balance accounts. A debit decreases the balance of an equity account and a credit increases. Equities normally carry a credit (negative) balance.

4. Revenues

Revenues are monies brought into a government through its activities. They include: taxes, fines, fees, interest, grants, fund transfers, and sales. A debit decreases the balance of a revenue account and a credit increases. Revenues normally carry a credit (negative) balance.

5. Expenditures

Expenditures are payments or the promise of future payments. They include: purchases, wages, payroll taxes, and insurance. A debit increases the balance of an expenditure account and a credit decreases. Expenditures normally carry a debit (positive) balance.

Transaction Types

Transaction types how the transaction is reported. They do not control how the balances are reflected on the ledger. The following is a list of the different transactions types and the journal that transaction type is reported on:

- JE – General Journal
- CD – Cash Disbursements Journal
- CR – Cash Receipts Journal
- DP – Deposit Journal
- PA – Payroll Journal



Difference Between Budget and Ledger

The budget and the actual account balances check against one another, but they are two separate entities. The budget is an estimate of what the government entity intends to bring in in revenues and pay out in expenditures. The account balances are what has actually been received in revenue and paid out in expenditures.

ACQ705 2008/11/19 14:11:51 Local Government Demo FlexGen4(6.1U) Page: 1

Statement Of Expenditures And Encumbrances
SEPTEMBER 30, 2008

122 DRUG CONTROL 50000 GENERAL COUNTY OPERATIONS 54000 PUBLIC SAFETY 54150 DRUG ENFORCEMENT	Sub Cost Sub Obj-Fnd-Centr-Obj Title	Original Appro Amendments	Total Appropriation	TD Expenditures TD Encumbrances	Encumb Balance Percent Used	SEPTEMBER Expen SEPTEMBER Encum
106	DEPUTY (IES)	35,000.00- 0.00	35,000.00-	8,749.86 0.00	26,250.14- 25.00%	2,916.62 0.00
201	SOCIAL SECURITY	2,200.00- 0.00	2,200.00-	542.00 0.00	1,658.00- 24.64%	180.35 0.00
204	STATE RETIREMENT	2,450.00- 0.00	2,450.00-	587.10 0.00	1,862.90- 23.96%	195.70 0.00
205	EMPLOYEE AND DEPENDENT INSURANCE	7,200.00- 0.00	7,200.00-	1,801.57 0.00	5,398.43- 25.02%	601.57 0.00
206	LIFE INSURANCE	60.00- 0.00	60.00-	14.25 0.00	45.75- 23.75%	4.75 0.00
212	EMPLOYER MEDICARE	510.00- 0.00	510.00-	126.76 0.00	383.24- 24.85%	42.18 0.00
307	COMMUNICATION	2,500.00- 0.00	2,500.00-	0.00 0.00	2,500.00- 0.00%	0.00 0.00
319	CONFIDENTIAL DRUG ENFORCEMENT PAYMENTS	19,000.00- 0.00	19,000.00-	4,500.00 1,500.00	13,000.00- 31.58%	1,500.00 1,500.00
435	OFFICE SUPPLIES	2,500.00- 0.00	2,500.00-	0.00 0.00	2,500.00- 0.00%	0.00 0.00

If the actual account balances need to be revised a journal entry is needed. If the original budget (or estimate) needs to be revised a budget amendment is needed. A budget amendment usually requires commission or council approval. A budget amendment has no bearing whatsoever on your account balances.

Properly Documenting Account Balances

Audit expects backup documentation for each and every transaction entered. This includes: reconciliation documents for assets and liabilities, copies of checks (or check stubs) for expenditures, and copies of receipts for revenues. The receipt copies may be at the trustee's office.