

Library Agreed Upon Procedures

Information Needed at Time of Arrival

1. Original bank reconciliations and statements for June 30, 2009
2. Bank statements for July and August 2009
3. Copy of employee dishonesty bond
4. All check copies and support for payments to the Director

Once on site, I will give you a list of cash receipts, journal entries, payroll for selected employees, and checks I need to review. I will also request an additional bank reconciliation prepared during the year.

Please provide the following—

1. Cash receipts
 - a. Validated deposit slip
 - b. Cash summary report with revenue account distribution credited for each deposit selected
 - c. Support for deposit
2. Journal entries
 - a. Original journal entry
 - b. Supporting documentation for journal entry
 - c. Accounting system report generated after posting
3. Payroll
 - a. Timesheets for selected employees
 - b. Pay authorization for employees' pay rates
4. Expenditures
 - a. Original invoices
 - b. Packing slips/Receiving reports
 - c. Account distribution report indicating accounts debited
5. Bank Reconciliation
 - a. Original reconciliation with detailed listing of outstanding checks and deposits in transit
 - b. Subsequent two months bank statement