

Library Agreed Upon Procedures

List of Information Needed Prior to Auditor Arrival

Please provide the following items to me one week prior to my scheduled visit. If possible, electronic versions of the requested reports are preferred. All reports are for the period July 1, 2008-June 30, 2009. Reports not available electronically and less than 10 pages, should be faxed to 678-226-1271. Reports in paper format only and exceeding 10 pages should be mailed to 655 Ruxbury Court, Suwanee, Georgia 30024. See end of listing for general directions for exporting a BB file.

1. General Ledger Detail

Blackbaud instructions for producing the report

- a. General Ledger
- b. Reports
- c. Account Reports
- d. General Ledger, New
- e. General Tab – Date, Last Fiscal Year
- f. Name the file – your system name Gen Ledgr FY09 (for example “okefenokee Gen Ledgr FY09”)

2. Trial Balance (exported to Excel)

Blackbaud instructions for producing the report

- a. General Ledger
- b. Reports
- c. Account Reports
- d. Trial Balance, New
- e. General Tab – Date, Specific Fiscal Year, Fiscal Year, Last Fiscal Year
- f. Preview
- g. Export (envelope on menu bar), Format, Excel 7.0, OK
- h. Save the report to designated space on your computer
- i. Name the file – your system name Trial Balance FY09

3. Check register

Blackbaud instructions for producing the report

- a. Accounts Payable
- b. Reports
- c. Bank Account Reports
- d. Bank Register Report, New
- e. General Tab – Transaction Date – 07/01/08-06/30/09
- f. Name the file – your system name Check Register FY09

4. Cash Receipts Report

Blackbaud instructions for producing the report

- a. Cash Receipts
- b. Reports

- c. Deposit and Receipt Report
 - d. Cash Receipts Report, New
 - e. General Tab – Receipt Date, Specific Range, 07/01/08-06/30/09
 - f. Format Tab – Sort/Break, Sort by – Receipt Date, Ascending
 - g. Name the file – your system name Cash Receipts FY09
5. Sequence of all journal entries entered for the year
6. Copy of bank reconciliations for all accounts for June 30, 2009 including detailed listing of outstanding checks and deposits in transit
7. List of all expenditures made to the Director
 - Blackbaud instructions for producing the report
 - a. Accounts Payable
 - b. Reports
 - c. Vendor Reports
 - d. Vendor Activity Report, New
 - e. General Tab – Specific Range – 7/1/08-6/30/09
 - f. Filters Tab – Vendors, Vendor Name (select Director’s name)
 - g. Format Tab – Sort/Break- First line should have “vendor name”. Second line, select “Transaction Date-Ascending”
 - h. Name the file – your system name Directors Exp FY09
8. Payroll Register Report with total gross salary paid by employee
 - Blackbaud instructions for producing the report
 - a. Payroll
 - b. Reports
 - c. Transaction Reports
 - d. Payroll Register, New
 - e. General Tab –
 - Include – Paid Calculations,
 - Payment Date – Specific Range, 7/1/08-6/30/09
 - Include calculation detail for – Paytypes/benefits – Check here, uncheck the other three choices
 - Print a “Summary” in Portrait
 - Name the file – your system name Payroll Register FY09
9. Annual grant award spreadsheet provided by GPLS that lists each state paid employee, amounts paid July-August, September-December, and January-June.
10. Annual grant award for SSG and Materials grants.
11. State and federal grant completion report provided to GPLS listing total grant receipts and disbursements.
12. List of Regional board members at June 30, 2009, including terms, county represented, and board officers.
13. Fund level financial statements produced by accounting software or prepared using Excel template provided

Directions for Exporting a Blackbaud Report into a PDF file

1. Preview the report
2. On the toolbar, select the white envelope with the red arrow
3. Format, Acrobat Format, PDF
4. Destination, Disk File
5. Ok
6. Export Options, All, Ok
7. Enter the file name, and select Save
8. To Save the Report, select File, Save, and enter the report name. This will allow you to select the report and change the transaction dates to run the report for the next year.