| **STATE OF SOUTH CAROLINA** | | | | **Business Area:** | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COLLEGE/UNIVERSITY SPREADSHEETS AND FORMS** | | | | **Institution Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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| **June 30,** | |  |  | | | | | |
| **NO.** | **REVIEW STEP** | | | | **COMPLETED BY** | | **DATE COMPLETED** | |
| 1. | Statement of Net Position spreadsheet. For each column, be sure that the following are equal (check figures on row 227 should be zero):   * Total Assets plus Deferred Outflows minus Liabilities minus Deferred Inflows. * Net Position. | | | |  | |  | |
| 2. | Statement of Net Position spreadsheet. In the **Total** column, be sure that the following two *rows* both have a zero balance:   * Due from others within your reporting entity (to be eliminated) * Due to others within your reporting entity (to be eliminated)   Also, the Eliminations *column* must net to zero. | | | |  | |  | |
| 3. | Statement of Net Position spreadsheet. For each column, be sure that the following are equal (check figure on row 223 should be zero):   * Net invested in capital assets (row 201). * Total invested in capital assets per reconciliation (row 222). | | | |  | |  | |
| 4. | Statement of Net Position spreadsheet. For each column, be sure that the check figure on row 228 is zero. This verifies that ending net position on the Statement of Activities spreadsheet agrees to ending net position on the Statement of Net Position spreadsheet. | | | |  | |  | |
| 5. | Statement of Net Position spreadsheet. Be sure to read notes from row 231 to the end for guidance if reporting any entities other than the primary entity. | | | |  | |  | |
| 6. | Statement of Activities spreadsheet. The Eliminations *column* must net to zero. | | | |  | |  | |
| 7. | Statement of Activities spreadsheet. Be sure that the amount reported as Prior Year Ending Net Position (row 64) agrees to what you reported to the CG’s Office as the ending balance in the prior year. Any differences should be reported as Prior Period Adjustments with an explanation if not explained in the audited financial statements. | | | |  | |  | |
| 8. | Statement of Activities spreadsheet. Be sure to read notes from row 72 to the end for guidance if reporting any entities other than the primary entity. | | | |  | |  | |
| 9. | Cash and Investment spreadsheet. Agree total Cash and Investments Per Confirmation (cell F11) to confirmation received from the CGO office. | | | |  | |  | |
| 9. | Cash and Investment spreadsheet. Agree total Cash per Financial Statement Held by State Treasury (cell H11) to line item disclosure in your entities notes to the financial statements of cash and investments held by the State Treasurer. | | | |  | |  | |
| 10. | Cash and Investment spreadsheet. Agree total of Cash per Financial Statement held by State Treasury plus Cash and Investments Held by Entity to total Cash and Investments per face of statement of net position. | | | |  | |  | |
| 11. | Cash and Investment spreadsheet. Agree detail of exposure of custodial credit risk to cash held by entity (outside of STO). | | | |  | |  | |
| 12. | Be sure that the information for each component unit required to be reported in the State’s Annual Comprehensive Financial Report (ACFR) is presented in the Component Units columns on the two financial statement spreadsheets. | | | |  | |  | |
| 13. | Be sure that transactions between the primary entity and component units reported in the State’s ACFR are eliminated. Transactions between component units reported in the State’s ACFR should also be eliminated. Transactions with component units reported in the stand-alone financial statements but not in the State’s ACFR should not be eliminated. | | | |  | |  | |
| 14. | Be sure that each amount entered on both of the financial statement spreadsheets can be traced back to the audited financial statements or Notes to the Financial Statements. | | | |  | |  | |