

**GAAP SIGN-OFF FORM**  
**Fiscal Year Ended June 30, 2020**

**Agency name:** \_\_\_\_\_ **Business Area:** \_\_\_\_\_

**Preparer's Signature:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Initials	Description
_____	1. Trial balances have been reviewed for each of the agency's funds.
_____	2. GAAP entries posted by OFR have been reviewed.
_____	3. Any additional adjustments have been posted.
_____	GAAP packets have been submitted electronically for each fund with GAAP adjustments 4. posted by the agency.
_____	Grant schedules (Form 27.30.60), Federal Grants Transferred in from another state agency (Form 27.30.65), Federal Grants Transferred Out from another state agency (Form 27.30.66) Federal Sub-grant schedules (Form 27.30.70) have been submitted in Excel 5. format.
_____	The following items have been submitted online: Debt Questionnaire, Pollution Remediation Questionnaire, Asset Retirement Obligation Questionnaire, and Contingent 6. Liability form.
_____	The Representation Letter has been signed and submitted to OFR upon completion of the 7. agency's GAAP review.
_____	Changes in Assets and Liabilities (Form 27.70.20) been completed for agency fund type. 8. See list of Treasury funds for fund type "AG".
_____	There are no ending revenue, expense , fund balance, or due to/due from on agency fund 9. type trial balance.
_____	The accrual entry from the federal grant schedule uses the general ledger account 10. 42100001.

