

TOPIC	GAAP REPORTING	SUB-SECTION 27.20.60
SECTION	FUND FINANCIAL STATEMENTS	ISSUANCE DATE May 20, 2019
SUB-SECTION	GAAP SIGN-OFF FORM	REVISED – 2021

GAAP SIGN-OFF FORM

The GAAP Sign-Off Form provides agencies with a method of determining whether their GAAP financial statements, supporting schedules and supplementary schedules are prepared properly before submitting them to DFA. The sign-off form **must** be submitted to OFR as part of the GAAP packet.

Each statement should be answered with either the preparer's initials or N/A (Not Applicable).

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.
_____	4 GAAP packets have been submitted electronically for each fund with GAAP adjustments posted by the agency.
_____	5 Grant schedules (Form 27.30.60), Federal Grants Transferred in from another state agency (Form 27.30.65), Federal Grant Transferred to another state agency (27.30.66) and Federal Sub-grant schedules (Form 27.30.70) have been submitted in Excel format.
_____	6 Debt, Asset Retirement Obligation, and Pollution Remediation Questionnaires and Contingent liabilities have been submitted.
_____	7 The Attorney Letter and Representation Letter has been signed and submitted to OFR upon completion of the agency's GAAP process.
_____	8 The accrual entry from the federal grant schedule uses the general ledger account 42100001.