Financial Statements Checklist
Items JAC Needs to Complete Financial Statements on Your Behalf
Fiscal Year 2018-2019

From All JROs:

☐ Declaration of Intent - due May 31st
☐ Consideration of Fraud - due July 1st
☐ Operating Leases Workbook - due July 10th
☐ Receivables Worksheet - due July 19th

☐ Capital Asset Information - due July 15th – please provide:
   1. Signed BOMS Printout from the JRO’s BOMS Inventory Module or
   2. Signed printout from the JRO’s Asset System (In Excel Format)

☐ Compensated Absence (Leave Liability) Workbook - due July 22nd - please provide:
   1. Signed BOMS Printout from the JROs BOMS Personnel Module or
   2. Signed and completed Compensated Absence Workbook

If Applicable:

☐ Revolving Fund Information and most recent bank statement - due July 10th

---

JAC will send the completed financial statement forms to each individual JRO for official financial review. At that time, the following forms need to be signed and returned:

From All JROs:

☐ Agency Head Certification - due August 2nd

☐ Compensated Absence Certification - due August 2nd

☐ Agency Representations for Financial Statements (CAFR) - due approximately Oct. 15th

☐ Agency Representations for Federal Awards - due approximately Oct. 15th
   Only completed if receiving federal funds