Financial Statements Checklist
Fiscal Year 2019-2020

Items JAC Needs to Complete Financial Statements on Your Behalf

Completed by All JROs:

☐ Operating Leases Workbook - due July 10th

☐ Receivables Worksheet - due July 17th

☐ 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 20th - please provide:

If Applicable:

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

☐ Schedule of Expenditure of Federal Awards (SEFA) - due September 20th

Certifications or Representations Completed by All JROs:

The following forms need to be signed and returned:

☐ Declaration of Intent - due June 1st

☐ Consideration of Fraud - due July 6th

☐ Agency Head Certification - due August 14th

☐ Subsequent Events Certification - due October 2nd

☐ Agency Representations for Financial Statements (CAFR) – Nov. 4th

☐ Agency Representations for Federal Awards – Nov. 4th
   Only completed if receiving federal funds

JAC will send the completed financial statement forms to each individual JRO for official financial review.