

## REPORTS, SCHEDULES & DOCUMENTS REQUIRED FOR FIELD EXAMINATION:

### RE: Prospective client

- 1 ) Financial Statements (CPA or internally prepared):
  - a ) Two comparative fiscal years-ended.
  - b ) Interim as of latest reconciled accounting period.
- 2 ) 24 individual month-end trial balances up to the latest reconciled accounting period.
- 3 ) Accounts receivable aging:
  - c ) Detailed and summary as of engagement date.
  - d ) Summary as of latest reconciled accounting period.
- 4 ) Sales & Credit Memo Journals;
  - e ) Year-to-date sales sorted by customer as of latest month-ended.
  - f ) Year-to-date sales sorted by customer as of latest reconciled accounting period.
  - g ) Credit memos as of the latest 24 months-ended.
- 5 ) Bank statements;
  - h ) Latest six months-ended.
  - i ) Reconciliations for the latest six months-ended.
  - j ) Cash receipts (including wire transfers) as of the latest six months-ended.
  - k ) Clear check copies that accompanied the bank statements.
- 6 ) Detailed customers' open order report as of engagement date;
  - l ) Sorted by customer.
  - m ) Sorted by ship date / required date.
- 7 ) Accounts payable aging:
  - n ) Detailed and summary as of engagement date.
  - o ) Summary as of latest reconciled accounting period.
  - p ) Held checks listing as of engagement date.
  - q ) Cash ledger balance as of engagement date.
- 8 ) Schedule of all notes payable along with loan documents.
- 9 ) Review tax obligations:
  - r ) Corporate income tax returns.
  - s ) Quarterly payroll tax returns.
  - t ) Quarterly sales tax returns.
- 10 ) Insurance:
  - u ) Commercial general & umbrella liability.
  - v ) Workers compensation.