

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.