

Appendix I

AUDIT INFORMATION

Financial Documentation for Construction Aid Payment

It is a requirement to establish a separate checking account and cost accounting system for all school construction projects. When a district is engaged in a small construction project it may seek approval from the Department of Education to use existing checking account systems, but must maintain a separate accounting system.

PLEASE DISCUSS YOUR SYSTEM FOR ACCOUNTING WITH THE DEPARTMENT OF EDUCATION AT THE BEGINNING OF THE CONSTRUCTION PROJECT.

At the completion of the construction project and the final inspection and approval by all state agencies and local authorities, the Department of Education will conduct an audit. For the final audit of accounts the Department expects the following information for each payment to be documented in a summary report.

- Name of vendor
- Brief description of work performed
- Amount of payment
- Check number

All transactions must be listed on the summary report and available for review. If you are mailing in copies of the audit materials please include

- Copies of all invoices
- Proof of payment—either copies of cancelled checks or bank statements

Please include all checks and invoices in the same order as the summary report.

EXAMPLE OF SUMMARY REPORT

VENDOR	DESCRIPTION OF	CHECK	AMOUNT OF	NOTES
Toyland	Playground Equipment	00111	2,000.00	
Public Safety	Building Permits	00112	4,500.00	
Smith & Smith	Legal Fees for Bonding	00113	400.00	
DE Printing	Printing of Ballots	00114	25.00	