


Catholic Charities of the Diocese of Albany
Agency Name: Catholic Charities Disabilities Services

Standard Category	Fiscal
Standard Title	Annual Financial Audit
Program/Location	N/A
Regulation	N/A
Original Issue Date	6/15/2009
Latest Revision Date	11/22/2022
Number of Pages	3
Attachments	N/A
Approved by: Paula Jubic, Executive Director	

Catholic Charities Disabilities Services Procedure:

Each year Catholic Charities of the Diocese of Albany requires the Agency to complete the client assistance letter that is provided by the firm who is coordinating the audit for the Catholic Charities system. The client assistance letter discloses what is needed in order to complete the audit field work. Including, but not limited to:

- 1) Provide an Agency chart of accounts.
- 2) Completing any required questionnaires provided by the Audit Firm.
- 3) Provide Agency Board of Directors, Executive Committee and Finance Committee minutes for the pertinent fiscal year.
- 4) Upon completion of the fieldwork, the Agency specific footnote data is prepared for Central Office in order to finalize the system-wide financial statements.
- 5) Provide updated organizational chart, job description of the executive director, fiscal director and fiscal management positions, computer policy and a copy of the agency's personnel manual.
- 6) Provide copies of new loan agreements including amortization schedules.
- 7) Provide copies of new significant lease agreements.
- 8) Prepare account balance confirmations for agency bank balances. Once they are filled out they are forwarded to the audit firm to be mailed. A Confirmation of all loan and deposit accounts with the Diocese must be sent out as well.

- 9) Prepare a letter confirming the details of any investment or line of credit letter and forward to audit firm so they can confirm.
- 10) Provide copies of audits or compliance reviews conducted by outside funding sources conducted during the fiscal year.
- 11) Disclose any significant changes in operations such as program additions or deletions during the fiscal year.
- 12) Provide a copy of the agency's cost allocation plan for the fiscal year.
- 13) Provide a copy of the agency's trial balance, statement of financial position and statement of revenue and expense report.
- 14) Provide a draft of the agency's cash flow statement, fixed asset and investment schedule.
- 15) Make available all agency cash/investment statements for review.
- 16) Prepare a schedule of cash transfers executed near the end and beginning of the fiscal year.
- 17) Provide accounts receivable aging schedules that reconcile to the general ledger.
- 18) Make all cash receipts available as requested.
- 19) Provide detailed prepaid expense report making supporting documentation available for review.
- 20) Prepare a fixed asset report as of the end of the fiscal year. This should include all new additions during the year. A depreciation detail should be created that ties to the general ledger. All supporting documentation should be available as requested.
- 21) Provide an accounts payable aging that agrees to the general ledger.
- 22) Make available a detailed cash disbursements journal as requested.
- 23) Prepare a spreadsheet showing accrued vacation including fica for the fiscal year ended.
- 24) Provide a detailed g/l report showing the loan payable accounts match corresponding statements and related balance sheet lines for the fiscal year ended.
- 25) Provide detailed g/l reports for equipment repairs and maintenance, facilities repair and maintenance, rent expense, professional fees and in-kind expenses.

- 26) Prepare a workpaper that shows the reconciliation of the general ledger payroll, benefits and taxes balances versus the totals listed on the ADP quarterly reports.
- 27) Prepare a spreadsheet that discloses the related party transactions in the following ranges for the concluded fiscal year:
- AR related
 - AP related
 - Accrued expenses, related
 - Short term loans payable, related
 - Long term loans payable, related
 - Related party contributions
 - Central Administration Expenses
- 28) Prepare revenue test worksheet for all residential sites. This tests the number of units served times the rate of service. This should tie to the general ledger revenue balance taking into account any exceptions.

