Disclosure checklists for nonprofit organizations: a financial reporting practice aid, Fall 1987 edition

American Institute of Certified Public Accountants. Technical Information Division

Michael Miceli
Disclosure Checklists for Nonprofit Organizations

A FINANCIAL REPORTING PRACTICE AID

Extracted from the
AICPA Audit and Accounting Manual
Nonauthoritative Technical Practice Aids
(As of June 1987)

Edited by:
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Technical Manager
Technical Information Division

The AICPA Audit and Accounting Manual has not been approved, disapproved, or otherwise acted upon by any senior technical committees of the American Institute of Certified Public Accountants or the Financial Accounting Standards Board and has no official or authoritative status.

American Institute of Certified Public Accountants
DISCLOSURE CHECKLISTS FOR NONPROFIT ORGANIZATIONS

These checklists are not designed to be applied to the financial statements of colleges, universities, hospitals or governmental units.

The checklists included in this section have been developed by the staff of the Technical Information division of the AICPA as non-authoritative technical practice aids. At the request of certain AICPA members, these checklists are also being made available for purchase by AICPA members subject to their recognition of the following:

- The checklists are "tools" and in no way represent official positions or pronouncements of the AICPA.
- The checklists have been updated through SAS No. 51, SSARS No. 6, FASB Statement of Financial Accounting Standards No. 93, FASB Interpretation No. 38, and FASB Technical Bulletin No. 87-1. The checklists should be modified, as appropriate, for subsequent pronouncements. In determining the applicability of a pronouncement, its effective date should also be considered.
- The checklists should be used by or under the supervision of persons having adequate technical training and proficiency in the application of generally accepted accounting principles, generally accepted auditing standards, and standards for accounting and review services.
- The checklists do not represent minimum requirements and do not purport to be all-inclusive. The referenced standards should be reviewed if clarification is desired as to whether the disclosures indicated are required or suggested and to what extent each disclosure is relevant to the statements being reviewed.

Users of these checklists are urged to refer directly to applicable authoritative pronouncements when appropriate. If you have further questions, call the AICPA Technical Hotline (see back cover).

John Graves
Director
Technical Information Division
## Disclosure Checklists

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Appendix
.01 Many auditors and accountants find it helpful to use checklists as practice aids in the preparation of financial statements and reports. Some firms have developed their own checklists for internal use, and may also have specialized checklists to meet the needs of their practices, such as checklists for clients in particular industries or clients that report to the SEC. Some state CPA societies have developed checklists as practice aids which may be available to other practitioners as well as to their own members. Some commercial publishers also include checklists in certain of their publications. However, authoritative literature does not require the use of such checklists, nor does it prescribe their format or content, which may vary.

.02 Checklists typically consist of a number of brief questions or statements that are accompanied by references to Statements on Auditing Standards, Statements on Standards for Accounting and Review Services, Statements of Financial Accounting Standards, Accounting Principles Board Opinions, and Accounting Research Bulletins. Some checklists also include references to FASB Interpretations. The extent of detail included in checklists varies with the judgment of the preparers on how extensively to refer to and highlight authoritative literature without developing a checklist that is too long and unwieldy. Accordingly, checklists may serve as convenient memory aids but cannot be used as a substitute for direct reference to the authoritative literature.

.03 Checklists usually provide for checking off or initialling each question or point to show that it has been considered. The format used in these sections is a typical one; it provides for "yes," "no," and "not applicable" answers and presumes that remarks would be prepared on separate cross-referenced memorandums. Some preparers, however, prefer to include space for remarks in the body of the checklist while others prefer alternative checklist formats. For example, a checklist format may provide for the following set of answers: "not applicable," "not material," "in statements" and "in note" (with provisions for indicating a cross reference to the specific statement caption or note). Another format may provide for only two answers, "disclosed" and "not applicable." Firms and practitioners who develop their own checklists should adopt formats that suit their needs and preferences.
.04 Disclosure checklists are generally accompanied by caveats that include all of the following points:

- Use of the checklists requires the exercise of individual professional judgment and may likely require some modification based on the circumstances of individual engagements.

- The checklists are not all inclusive and are not intended to present minimum requirements.

- Users need to modify the checklists for any pronouncements issued subsequent to those mentioned in the checklist.

If widespread circulation is expected, the preparers also generally stress the nonauthoritative or unofficial status of the checklists and disclaim responsibility for the way they may be used.
Nonprofit Organizations Auditors' Reports Checklist

.01 This checklist has been developed by the staff of the Technical Information division of the AICPA as a nonauthoritative practice aid. Accordingly, the notice on page 8601 is incorporated herein by reference.

.02 Explanation of references:

SAS = Statement on Auditing Standards
(AU) = Reference to section number in
AICPA Professional Standards
(vol. 1) of SAS cited
SSARS = Statement on Standards for Ac-
counting and Review Services
(AR) = Reference to section number in
AICPA Professional Standards
(vol. 2) of SSARS cited
ACNO = AICPA Audit and Accounting Guide, Audits
of Certain Nonprofit Organizations

.03 Checklist Questionnaire

<table>
<thead>
<tr>
<th>1. Does the auditor's report include appropriate:</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Addressee? [SAS 2, par. 8 (AU 509.08)]</td>
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<tr>
<td>b. Date (or dual dates) of the report? [SAS 1, sec. 530 (AU 530); SAS 15, par. 2 (AU 505.02); SAS 26, pars. 15-17 (AU 504.15-.17)]</td>
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<tr>
<td>2. If the auditor is not independent, has the appropriate disclaimer been expressed regardless of the extent of services provided? [SAS 1, sec. 220 (AU 220)]</td>
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<tr>
<td>3. Does the reporting language conform with the auditor's standard report on:</td>
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<tr>
<td>a. Financial statements of a single year or period? [SAS 2, par. 7 (AU 509.07)]</td>
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<tr>
<td>b. Comparative financial statements? [SAS 15, par. 3 (AU 505.03)]</td>
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</table>
Disclosure Checklist

4. Does the report include appropriate language in respect of the following:

a. Report on only one basic financial statement and there are no scope limitations?
   [SAS 2, par. 13 (AU 509.13)]

b. Report on comparative statements of support, revenue and expenses and changes in fund balances without presentation of the comparative balance sheets for the prior years ended?
   [SAS 15, footnote 5 and par. 3 (AU 505.02-505.03)]

c. Part of examination was made by other independent auditors and the principal auditor is indicating a division of responsibility for the examination in his report?
   [SAS 1, sec. 543 (AU 543); SAS 2, par. 14 (AU 509.14)]

d. Departure from a promulgated accounting principle when conformity would result in a misleading presentation?
   [SAS 2, pars. 18-19 (AU 509.18-.19)]

e. Report of a predecessor auditor for prior year has not been included with current comparative financial statements?
   [SAS 7 (AU 315); SAS 15, pars. 8-12 (AU 505.08-.12)]

f. Updating of a previously issued opinion?
   [SAS 15, pars. 2 & 6-7 (AU 505.02 & 505.06-.07)]

g. Comparative financial statements with differing opinions?
   [SAS 15, par. 5 (AU 505.05)]
Nonprofit Organizations Auditors' Reports Checklist

h. Audited and unaudited financial statements in comparative form?
   [SAS 26, pars. 14-17 (AU 504.14-.17)]
   — —

i. Decision to emphasize a matter?
   [SAS 2, pars. 9 and 27 (AU 509.09 and 509.27)]
   — —

j. If the audit report will be used to satisfy the requirements of a Federal grant agreement or if the audit is reporting on the receipt or disbursement of Federal funds, does the accountants' report include a scope reference to the publication Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States? (Chapter V of this publication)
   — —

5. Has a qualified opinion or disclaimer of opinion been expressed if:

   a. Scope limitations precluded application of one or more auditing procedures considered necessary in the circumstances?
      [SAS 2, pars. 10-13 (AU 509.10-.13); SAS 31, par. 22 (AU 326.23)]
      — —

   b. The financial statements are affected by material uncertainties concerning future events, the outcome of which is not susceptible of reasonable estimation at the report date?
      [SAS 2, pars. 21-26 (AU 509.21-.26); SAS 34, pars. 11-13 (AU 340.11-.13); SAS 2, par. 39 as amended by SAS 43, par. 6 (AU 509.39)]
      — —

6. Has a qualified opinion or adverse opinion been expressed if the following circumstances are present:
Disclosure Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

a. Lack of conformity with generally accepted accounting principles (including inadequate disclosure)?
   [SAS 2, pars. 15-19 (AU 509.15-.19);
   SAS 17, par. 15 (AU 328.15); SAS 32, par. 3 (AU 431.03); SAS 34, par. 11 (AU 340.11)]

b. Departure from consistent application of accounting principles?
   [SAS 1, sec. 546 (AU 546)]

c. The organization has inadequate internal accounting control over contributions and there is a significant risk that such revenue may be materially underrecorded?
   (ACNO, Chapter 4, p. 20 and Ch. 8, pp. 45-46.)

7. If a qualified opinion, adverse opinion, or disclaimer of opinion is expressed:

a. Are all the substantive reasons for the opinion or disclaimer disclosed?
   [SAS 2, pars. 32, 42 and 45 (AU 509.32, 509.42 and 509.45) (For Federal Grants CMB Circular No. A-110, par. 980)]

b. Is the reporting language clear and appropriate for the
   (1) Qualified opinion?
      [SAS 2, pars. 29-40 as amended by SAS 43, par. 6 (AU 509.29-.40)]
   (2) Adverse opinion?
      [SAS 2 pars. 41-44 (AU 509.41-.44)]
   (3) Disclaimer of opinion?
      [SAS 2, pars. 45-47 (AU 509.45-.47)]
Nonprofit Organizations Auditors' Reports Checklist

8. Does the report include modification, if applicable, for the following:

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<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>a. Conditions that precluded application of necessary auditing procedures to opening inventories and/or long term investments?</td>
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<td></td>
<td>[SAS 1, sec. 542.05-.06 (AU 542.05-.06)]</td>
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<td>b. Inadequate disclosure?</td>
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<td>[SAS 1, sec. 545 (AU 545)]</td>
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<td>c. First examination--inadequate financial records or client-imposed limitations?</td>
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<td>[SAS 1, sec. 546.15-.16 (AU 546.15-.16)]</td>
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<td>d. Client representations about related party transactions?</td>
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<td>[SAS 45, par. 2 (AU 334.12)]</td>
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<td>e. Client's refusal to provide written representation?</td>
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<td>[SAS 19, par. 11 (AU 333.11)]</td>
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<td>f. Limitations on scope of lawyer's response?</td>
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<td>[SAS 12, pars. 12-14 (AU 337.12-.14)]</td>
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<td>g. Unresolved matters involving specialists?</td>
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<td>[SAS 11, par. 9 (AU 336.09)]</td>
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<td>h. Scope limitation concerning errors or irregularities?</td>
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<td>[SAS 16, par. 14 (AU 327.14)]</td>
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<td>i. Illegal acts by clients?</td>
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<td>[SAS 17 (AU 328)]</td>
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<td>j. Entity's continued existence?</td>
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<td></td>
<td>[SAS 34, pars. 11-13 (AU 340.11-.13)]</td>
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<td>k. Material misstatement of the financial statements?</td>
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<td></td>
<td>[SAS 47, par. 31 (AU 312.31)]</td>
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Disclosure Checklist

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<th>Yes</th>
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1. Financial statements issued before the effective date of a Statement of Financial Accounting Standards when disclosure is not made of the effect of a restatement which will be required in the future as a result of the FASB Statement? [Interpretation 3 of SAS 1, section 410 (AU 9410.13-.15)]

9. Has a piecemeal opinion been avoided? [SAS 2, par. 48 (AU 509.48); SAS 14, par. 12 (AU 621.12)]

10. For special reports, have the provisions of SAS 14 and SAS 35 been complied with (i.e., does at least one of the following apply):
   a. Statements prepared in accordance with a comprehensive basis of accounting other than generally accepted accounting principles? [SAS 14, pars. 2-8 (AU 621.02-.08)]
   b. Specified elements, accounts or items of a financial statement? [SAS 14, pars. 9-14 (AU 621.09-.14); SAS 35 (AU 622)]
   c. Compliance with aspects of agreements or regulatory requirements relating to audited financial statements? [SAS 14, pars. 18-19 (AU 621.18-.19)]
   d. Financial information that requires a prescribed form of auditor's report? [SAS 14, pars. 20-21 (AU 621.20-.21)]

11. If information is to accompany the basic financial statements and auditor's report in an auditor-submitted document:
   a. Is there a clear distinction between the client's representations and auditor's representations? [SAS 29, par. 20 (AU 551.20)]
Nonprofit Organizations Auditors' Reports Checklist

b. Does the auditor's report on the accompanying information:

(1) State that the examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole?  
___ ___ ___

(2) Specifically identify the accompanying information?  
___ ___ ___

(3) State that the accompanying information is presented for purposes of analysis and is not part of the basic financial statements?  
___ ___ ___

(4) State whether the additional information has been subjected to the auditing procedures applied in examining the basic financial statements and the appropriate expression or disclaimer?  
___ ___ ___

[SAS 29, pars. 6-11 (AU 551.06-.11)]

12. If an auditor-submitted document with accompanying information (long-form report) is co-existing with a document that includes just the basic financial statements and auditor's report:

a. Do the basic financial statements in all co-existing documents consistently include all the information necessary for a fair presentation in conformity with generally accepted accounting principles?  
___ ___ ___

[SAS 29, par. 21 (AU 551.21)]

b. Are any additional comments or explanations by the auditor consistent with the description of the scope of the examination in the auditor's standard (or modified) report?  
___ ___ ___

[SAS 29, par. 20 (AU 551.20)]
Disclosure Checklist

13. If the document contains interim financial information, has the auditor's report been expanded if required? [SAS 36, pars. 24-30 (AU 722.24-.30)]

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<th>Yes</th>
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14. If a report on internal accounting control is to be issued, is the appropriate form used for:

a. Expression of an opinion on the entity's system of internal accounting control in effect as of a specified date or during a specific period of time? [SAS 30, pars. 37-46 (AU 642.37-.46)]

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<tr>
<th>Yes</th>
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b. Report for restricted use of management, specified regulatory agencies, or other specified third parties based solely on a study and evaluation made as part of an audit of financial statements but not sufficient for expressing an opinion on the system? [SAS 30, pars. 47-53 (AU 642.47-.53)]

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<tr>
<th>Yes</th>
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c. Report on all or part of an entity's system for restricted use of management or specified regulatory agencies, based on the regulatory agencies' pre-established criteria? [SAS 30, pars. 54-59 (AU 642.54-.59)]

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<th>Yes</th>
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d. Other special purpose reports on all or parts of the entity's system for restricted use of management, specified regulatory agencies, or other specified third parties? [SAS 30, pars. 60-61 (AU 642.60-.61);

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<th>Yes</th>
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SAS 44, pars. 35, 41 and 46 (AU 324.35, .41 and .46)]

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1Material weaknesses in internal accounting control that have not been corrected before they come to the auditor's attention must be communicated, preferably in writing, to senior management and the board of directors or its audit committee. [SAS 20, par. 4 (AU 323.04)]
15. If reporting on selected financial data that are included in a client-prepared document that contains audited financial statements and the data is derived from the audited financial statements, does the auditor's report indicate the following:

a. That he has examined and expressed an opinion on the complete financial statements?  
   
   Yes  No  N/A

b. The type of opinion expressed?  
   
   Yes  No  N/A

c. The specific data on which he is reporting?  
   
   Yes  No  N/A

d. Whether, in his opinion, the information set forth in the selected financial data is fairly stated in all material respects in relation to the complete financial statements from which it has been derived?  
   [SAS 42, par. 9 (AU 552.09)]  
   
   Yes  No  N/A

16. If the selected financial data for any of the years presented are derived from financial statements that were examined by another independent auditor, does the auditor's report on the selected financial data state that fact and express a disclaimer of opinion on that data?  
   [SAS 42, par. 9 (AU 552.09)]  
   
   Yes  No  N/A

17. Condensed Financial Data Standing Alone:

If the organization publishes condensed financial statements, which do not include all required disclosures, standing alone, did the auditor not report on such data [unless in accordance with SAS 14, pars. 9-14 (elements of financial statements)], and not permit his name to be associated improperly with the data?  
   (ACNO, pp. 41, 42) (Note: the form of report illustrated at SAS 42, pars. 5, 6 AU 552.03-.04 may not be used for a nonpublic entity.)  
   [ACNO, Ch. 7, pp. 41-42]  
   
   Yes  No  N/A
Disclosure Checklist

18. If the auditor is reporting on financial statements prepared on a comprehensive basis of accounting other than generally accepted accounting principles, has the auditor considered whether the financial statements (including the accompanying notes) include all informative disclosures that are appropriate for the basis of accounting used?

[Interpretation 8 of SAS 14, Section 621 (AU 9621.34-.39)]

19. If the organization uses Internal Revenue Form 990, "Return of Organizations Exempt from Income Tax" as a uniform annual report by a charitable organization to a state government as well as the Federal government, has the auditor considered the following:

a. Are the financial statements included in the report presented fairly in conformity with GAAP?

[Interpretation 10 of SAS 14, Section 621 (AU 9621.47)]

b. Whether the financial statements and auditor's report are a matter of public record?

[Interpretation 10 of SAS 14, Section 621 (AU 9621.48)]

c. Is there public distribution of the financial statements and the accountant's report?

[Interpretation 10 of SAS 14, Section 621 (AU 9621.48 & .53)]

d. If the financial statements are not in conformity with GAAP, would it be appropriate to issue a special report?

[Interpretation 10 of SAS 14, Section 621 (AU 9621.50-.52)]
Accountants' Reports on Compiled or Reviewed Financial Statements of Nonprofit Organizations Checklist

.01 This checklist has been developed by the staff of the Technical Information division of the AICPA as a nonauthoritative practice aid. Accordingly, the notice on page 8601 is incorporated herein by reference.

.02 Explanation of references:

SSARS = Statement on Standards for Accounting and Review Services

(AR) = Reference to section number in AICPA Professional Standards (vol. 2) of SSARS cited

.03 Checklist Questionnaire

____________________________________________________________________________________

1. Is the report appropriately worded?  

   a. For compiled financial statements does the report state that:

   (1) A compilation has been performed in accordance with standards established by the American Institute of Certified Public Accountants?  

       __  ___  ___

   (2) A compilation is limited to presenting in the form of financial statements information that is the representation of management (owners)?  

       [See SSARS No. 3, par. 3 (AR 300.03) for different wording that may be used when the financial statements are included in a prescribed form and the form or related instructions call for departure from generally accepted accounting principles.]

       __  ___  ___

____________________________________________________________________________________

1It is assumed that the nonprofit organization meets the criteria of a nonpublic entity as defined in SSARS No. 1, par. 100.04.
Disclosure Checklist

(3) The financial statements have not been audited or reviewed and, accordingly, the accountant does not express an opinion or any other form of assurance on them? ___ ___ ___

[SSARS No. 1, par. 14 (AR 100.14); SSARS No. 5, par. 1 (AR 500.01)]

b. For reviewed financial statements does the report state that:

(1) A review was performed in accordance with standards established by the American Institute of Certified Public Accountants? ___ ___ ___

(2) All information included in the financial statements is the representation of the management (owners) of the entity? ___ ___ ___

(3) A review consists principally of inquiries of company personnel and analytical procedures applied to financial data? ___ ___ ___

(4) A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole and, accordingly, no such opinion is expressed? ___ ___ ___

(5) The accountant is not aware of any material modification that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles or, where applicable, with another comprehensive basis of accounting, other than those modifications, if any, indicated in his report? ___ ___ ___

[SSARS No. 1, par. 32 (AR 100.32)]
Accountants' Reports on Compiled or Reviewed
Financial Statements of Nonprofit Organizations Checklist

Yes  No  N/A

c. For both compiled and reviewed financial statements, does the report exclude a de-
scription of any other procedures that the accountant might have performed
before or during the engagement?

[SSARS No. 1, pars. 14 & 32 (AR 100.14 & 100.32)]

2. For compiled financial statements that contain departures from generally accepted accounting principles or, where applicable, another comprehensive basis of accounting:

a. If the departure is the omission in compiled financial statements of substan-
tially all required disclosures does the accountant's report clearly indicate such omission?

[SSARS No. 1, pars. 19 & 21 (AR 100.19 & 100.21)]

b. If compiled financial statements that omit substantially all of the disclo-
sures required by generally accepted accounting principles include disclo-
sures about only a few matters in the form of notes to such financial state-
ments, are such disclosures labeled "Selected Information—Substantially All Disclosures Required by Generally Accepted Accounting Principles (or, where applicable, another comprehensive basis of accounting) Are Not Included"?

[SSARS No. 1, par. 19 (AR 100.19)]

2Other than departures required by a prescribed form or related instructions when the accountant issues a SSARS No. 3 [AR 300] compilation report on financial statements included in a prescribed form.
Disclosure Checklist

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c. If compiled financial statements that omit substantially all required disclosures are prepared on a basis of accounting other than generally accepted accounting principles, and if such financial statements do not include disclosure of the basis of accounting used, does the accountant's report disclose the basis of accounting?

[SSARS No. 1, par. 20 (AR 100.20)]

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d. If compiled financial statements contain a departure from generally accepted accounting principles or, where applicable, another comprehensive basis of accounting, did the accountant modify his report to disclose the departure?

[SSARS No. 1, par. 39 (AR 100.39)]

(1) If yes, did the accountant's modified report disclose the departure in a separate paragraph?

[SSARS No. 1, par. 40 (AR 100.40)]

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<th>Yes</th>
<th>No</th>
<th>N/A</th>
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(2) If the effects of the departure on the financial statements have been determined by management or are known as a result of the accountant's procedures, are these effects also disclosed in the modified report?

[SSARS No. 1, par. 40 (AR 100.40)]

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<th>Yes</th>
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(3) If the effects of the departure on the financial statements have not been determined, has the accountant stated this in his report?

[SSARS No. 1, par. 40 (AR 100.40)]

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<th>Yes</th>
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3. For reviewed financial statements, that contain departures from generally accepted accounting principles or, where applicable, another comprehensive basis of accounting (including the omission of required disclosures), did the accountant modify his report to disclose the departure?

[SSARS No. 1, par. 39 (AR 100.39)]

a. If yes, did the accountant's modified report disclose the departure in a separate paragraph?

[SSARS No. 1, par. 40 (AR 100.40)]

b. If the effects of the departure on the financial statements have been determined by management or are known as a result of the accountant's procedures, are these effects also disclosed in the modified report?

[SSARS No. 1, par. 40 (AR 100.40)]

c. If the effects of the departure on the financial statements have not been determined, has the accountant stated this in his report?

[SSARS No. 1, par. 40 (AR 100.40)]

4. If the accountant is not independent with respect to the entity for which he has compiled financial statements, did the accountant state in the last paragraph of his report, "I am (we are) not independent with respect to XYZ company"?

(The accountant is precluded from issuing a review report on the financial statements of an entity with respect to which he is not independent.)

[SSARS No. 1, pars. 22 & 38 (AR 100.22 & 100.38)]

5. Is the report dated?
Disclosure Checklist

<table>
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<th>Yes</th>
<th>No</th>
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6. a. Does each page of the financial statements compiled by the accountant include a reference such as "See Accountant's Compilation Report"?  
   [SSARS No. 1, par. 16 (AR 100.16)]
   
or
   b. Does each page of the financial statements reviewed by the accountant include a reference such as "See Accountant's Review Report"?  
   [SSARS No. 1, par. 34 (AR 100.34)]

7. When accompanying information is presented with the financial statements, did the accountant clearly indicate his degree of responsibility with respect to such information as follows:
   a. If the basic financial statements were reviewed, was the degree of responsibility disclosed in the report or in a separate report on the other data that states:

(1) The review has been made primarily for the purpose of expressing limited assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles or, where applicable, another comprehensive basis of accounting, and either:

(2) The other data accompanying the financial statements are presented only for supplementary analysis purposes and have been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and the accountant did not become aware of any material modifications that should be made to such data, or
Accountants' Reports on Compiled or Reviewed
Financial Statements of Nonprofit Organizations Checklist

Yes  No  N/A

(3) The other data accompanying the financial statements are presented only for supplemen-
tary analysis purposes and have not been subjected to the inquiry and analyti-
cal procedures applied in the review of the basic financial statements, but were compiled from information that is
the representation of management, without audit or review, and the accountant
does not express an opinion or any other form of assurance on such data?

[SSARS No. 1, par. 43 (AR 100.43)]

b. If the accountant has compiled both the basic financial statements and other data
which is presented for supplementary analysis purposes, does the compilation
report also include the other data?

[SSARS No. 1, par. 43 (AR 100.43)]

8. If an audit engagement has been changed to a review or compilation, does the report
omit reference to:  a) the original engage-
ment, b) any auditing procedures that may have been performed, c) any scope limitation
that resulted in the changed engagement?

[SSARS No. 1, par. 49 (AR 100.49)]

9. If comparative financial statements are presented, does the accountant's report
cover each period presented?

[SSARS No. 2, par. 2 (AR 200.02)]

10. Is the report appropriate for the current status of the entity?

[SSARS No. 2, pars. 31-32 (AR 200.31-.32)]
Disclosure Checklist

11. Does each page of the comparative financial statements compiled or reviewed include a reference such as "See Accountant's Report"?

[SSARS No. 2, par. 6 (AR 200.06)]

12. If compiled financial statements which omit substantially all of the disclosures required by generally accepted accounting principles are included among the comparative financial statements, do all the periods presented also omit such disclosures and does the accountant's compilation report include an additional paragraph which indicates:

a. The nature of the previous service rendered (compilation, review or audit)?

b. Date of the previous report?

c. Appropriate language in accordance with SSARS No. 1, paragraphs 19-20 and SSARS No. 2, paragraph 30?

[SSARS No. 1, pars. 19-21 (AR 100.19-.21); SSARS No. 2, pars. 5 & 29-30 (AR 200.05 & 200.29-.30)]

13. If the level of service performed by the continuing accountant on the current-period financial statements is the same or higher than that performed on the financial statements of the prior period presented, has the continuing accountant's report on the prior period been updated?

[SSARS No. 2, pars. 8-10 (AR 200.08-.10)]

14. If the level of service performed by the continuing accountant on the current-period financial statements is lower than that performed on the financial statements of the prior period presented:
Accountants' Reports on Compiled or Reviewed Financial Statements of Nonprofit Organizations Checklist

Yes  No  N/A

a. Does the report on the current period include a separate paragraph which describes the responsibility assumed for the prior period?

   ___  ___  ___

or

b. Is the report on the current period accompanied by or combined with a reissued report on the financial statements of the prior period presented?

   ___  ___  ___

[SSARS No. 2, pars. 8 & 11-12 (AR 200.08 & 200.11-.12)]

15. If the report requires a changed reference to a departure from generally accepted accounting principles regarding the prior period presented, does the explanatory paragraph in the report include:

   a. The date of the previous report?

      ___  ___  ___

   b. Description of the circumstances or events underlying the change?

      ___  ___  ___

   c. Indication, if applicable, that the prior-period financial statements have changed?

      ___  ___  ___

[SSARS No. 2, pars. 14-15 (AR 200.14-.15)]

16. If the predecessor accountant does not reissue his compilation or review report on the prior-period financial statements, has the successor:

   a. Made appropriate reference in his report to the predecessor's report in accordance with SSARS No. 2?

      ___  ___  ___

or
Disclosure Checklist

b. Performed a compilation, review, or audit of the statements of the prior period and reported on them accordingly?

[SSARS No. 2, pars. 16-19 (AR 200.16-.19)]

17. If the financial statements of the prior period presented have been changed, has the predecessor or successor reported on them as presented?

[SSARS No. 2, pars. 25-26 (AR 200.25-.26)]

18. If the current-period financial statements were compiled or reviewed and the financial statements of the prior period presented were audited and the audit report has not been reissued, does the current-period report include a separate paragraph which contains the following:

a. Statement that the prior-period financial statements were examined previously?

b. Date of the previous report?

c. Type of opinion expressed previously?

d. If the opinion was other than unqualified, the substantive reasons therefor?

e. That no auditing procedures were performed after the date of the previous report?

[SSARS No. 2, par. 28 (AR 200.28)]

[For guidance on situations when the current period is audited and the prior period is compiled or reviewed, see Statement on Auditing Standards No. 26 (AU 504).]
AAM Section 8630

Nonprofit Organizations Financial Statements and Notes Checklist

.01 This checklist has been developed by the staff of the Technical Information division of the AICPA as a nonauthoritative practice aid. Accordingly, the notice on page 8601 is incorporated herein by reference.

.02 Explanation of references:

ARB = Accounting Research Bulletin
APB = Accounting Principles Board Opinion
SFAS = Statement of Financial Accounting Standards
SAS = Statement on Auditing Standards
FASBI = Financial Accounting Standards Board Interpretation
TB = Technical Bulletin issued by the staff of the FASB
(AC) = Reference to section number in FASB Accounting Standards Current Text
(AU) = Reference to section number in AICPA Professional Standards (vol. 1) of SAS cited
ACNO = AICPA Audit and Accounting Guide, Audits of Certain Nonprofit Organizations
VHW = AICPA Audit and Accounting Guide, Audits of Voluntary Health and Welfare Organizations
SOP = AICPA Statement of Position
OMB = Office of Management and Budget

.03 This checklist is organized into the following classifications:

- General
  A. Titles and References
  B. Disclosure of Accounting Policies and Other Disclosures
  C. Accounting Changes
  D. Comparative Financial Statements
  E. Nonmonetary Transactions
  F. Contingencies and Commitments
  G. Subsequent Events
  H. Pension Plans
  I. Related Entities

---

1 The FASB staff issues FASB Technical Bulletins to provide guidance concerning the application of FASB Statements or Interpretations, APB Opinions, or Accounting Research Bulletins. FASB Technical Bulletins do not establish new financial accounting and reporting standards or amend existing standards.
Disclosure Checklist

Yes  No  N/A

o Balance Sheet

A. General
B. Cash
C. Carrying Amount of Investments
D. Receivables
E. Property and Equipment
F. Collections of Works of Art and Similar Items
G. Other Assets and Deferred Charges
H. Current Liabilities
I. Notes Payable and Other Debt
J. Lessees
K. Other Liabilities and Deferred Credits

o Activity Statement

A. Fund Accounting
B. Capital Gains
C. Third-Party Reimbursements
D. Donated or Contributed Services
E. Donated Materials and Facilities
F. Subscription and Membership Income
G. Fund Raising
H. Restricted Gifts, Grants, Pledges, etc.
I. Gifts of Future Interest
J. Origination, Commitment and Other Fees and Costs
K. Expenses
L. Remittances to National Organizations
M. Prior Period Adjustments
N. Wills or Trusts
O. Accounting for a Change in Method of Accounting for Certain Postretirement Benefits

o Additional Financial Statements

A. Statement of Changes in Financial Position
B. Statement of Functional Expenses

o Tax Status

o Federal Grants to Nonprofit Organizations
Nonprofit Organizations Financial Statements and Notes Checklist

.04 General

A. Titles and References

Are the financial statements suitably titled?
[SAS 14, par. 7 (AU 621.07)]

B. Disclosure of Accounting Policies and Other Disclosures

1. Is a description of all significant accounting policies of the reporting entity presented as an integral part of the financial statements?
[APB 22, par. 8 (AC A10.102)]

2. Does disclosure of significant accounting policies encompass important judgments as to appropriateness of principles concerning recognition of revenue, and allocation of asset costs to current and future periods?
[APB 22, par. 12 (AC A10.105); TB 82-1, par. 7 (AC I28.513)]

3. Does the disclosure of significant accounting policies include appropriate reference to details presented elsewhere (in the statements and notes thereto) so duplication of details is avoided?
[APB 22, par. 14 (AC A10.107)]

4. Considering the following potential users of the financial statements:
   a. Contributors to and other founders of the organization
   b. Beneficiaries of the organization
   c. The organization's trustees or directors and key managers
   d. Other employees of the organization
   e. Governmental units
   f. The organization's creditors and potential creditors
   g. Related organizations
Disclosure Checklist

Do the financial statements identify the organization's

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<tr>
<td>a. Principal programs?</td>
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<td>[SOP 78-10, par. 9]</td>
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<td>b. Principal program costs?</td>
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<td>[SOP 78-10, par. 9]</td>
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<td>c. Do the financial statements and/or notes disclose the degree of control exercised by donors over the use of resources?</td>
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<td>[SOP 78-10, par. 9]</td>
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<tr>
<td>d. Do the financial statements help the reader to evaluate the organization's ability to carry out its fiscal objectives?</td>
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<td>[SOP 78-10, par. 9]</td>
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C. Accounting Changes

1. For an accounting change does disclosure in the period of the change include:

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<tr>
<td>a. Nature of the change?</td>
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<td>b. Justification for the change and a clear explanation of the newly adopted principle and why it is preferable?</td>
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<td>c. Effect on excess of revenues over expenses?</td>
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<td>[APB 20, par. 17 (AC A06.113)]</td>
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2. Have the applicable AICPA Statements of Position and Guides listed in Appendix A to SFAS 83 (AC section A06 Exhibit 112A) been considered in justification of a change in accounting principle?

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<td>[SFAS 32, pars. 10-11 (AC A06.112)]; APB 20, par. 16 (AC A06.112); SFAS 83, pars. 5-6 (AC A06.112)]</td>
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</table>
3. Is a correction of an error shown as a prior period adjustment with disclosure of the following in the period of its discovery and correction:
   a. Nature of the error in previously issued financial statements?  

   b. Effect of its correction on income before extraordinary items and excess of revenues over expenses?  
   [APB 20, pars. 36-37 (AC A35.105); SFAS 16, par. 11 (AC A35.103)]

D. Comparative Financial Statements

1. Have comparative statements been considered?  
   [ARB 43, Ch. 2A, pars. 1-2 (AC F43.101-.102) SOP 78-10, par. 41)]

2. Are the notes and other disclosures included in the financial statements of the preceding year(s) presented, repeated or at least referred to, to the extent that they continue to be of significance?  
   [ARB 43, Ch. 2A, par. 2 (AC F43.102)]

3. If changes have occurred in the manner of or basis for presenting corresponding items for two or more periods, are appropriate explanations of the changes disclosed?  
   [ARB 43, Ch. 2A, par. 2 (AC F43.102)]

E. Nonmonetary Transactions

1. Are nonmonetary transactions accounted for in conformity with APB 29 and/or SOP 78-10, par. 71?  
   [APB 29, pars. 18-27 (AC Cl1.101 and N35.105-.113)] [SOP 78-10, par. 71]
Disclosure Checklist

2. Do disclosures for nonmonetary transactions during the period include:
   a. Nature of the transactions? ____ ____ ___
   b. Basis of accounting for the assets transferred? ____ ____ ___
   c. Gains or losses recognized on the transfers? ____ ____ ___
   [APB 29, par. 28 (AC C11.102 and N35.120);
    FASBI 30 (AC N35.114-.119)]

F. Contingencies and Commitments

1. Are the nature and amount of accrued loss contingencies disclosed as necessary to keep the financial statements from being misleading? ____ ____ ___
   [SFAS 5, par. 9 (AC C59.108)]

2. For loss contingencies not accrued do disclosures indicate:
   a. Nature of the contingency? ____ ____ ___
   b. Estimate of possible loss or range of loss, or a statement that such estimate cannot be made? ____ ____ ___
   [SFAS 5, par. 10 (AC C59.109 and C59.111)]

3. Are the nature and amount of guarantees disclosed (for example, guarantee of indebtedness of others, obligations of banks under standby letters of credit)? ____ ____ ___
   [SFAS 5, par. 12 (AC C59.113);
    FASBI 34, pars. 1-3 (AC C59.114)]

4. Are gain contingencies adequately disclosed with care to avoid any misleading implications about likelihood of realization? ____ ____ ___
   [SFAS 5, par. 17 (AC C59.118)]
Nonprofit Organizations Financial Statements and Notes Checklist

5. Is there adequate disclosure of commitments such as those for capital expenditures, restrictive covenants in financing agreements, inventory purchase agreements, and employment contracts?
   [SFAS 5, pars. 18-19 (AC C59.120)]

G. Subsequent Events

1. Are the financial statements adjusted for any changes in estimates resulting from subsequent events that provided additional evidence with respect to conditions that existed at the date of the balance sheet?
   [SFAS 5, par. 8 (AC C59.105); SAS 1, secs. 560.03-.04, 560.07 and 561.01-.09 (AU 560.03-.04, 560.07 and 561.01-.09)]

2. Are subsequent events that provide evidence with respect to conditions that did not exist at the date of the balance sheet but arose subsequent to that date adequately disclosed to keep the financial statements from being misleading?
   [SFAS 5, par. 11 (AC C59.112); APB 16, par. 61 (AC B50.120) and SAS 1, secs. 560.05-.07, 560.09 and 561.01-.09 (AU 560.05-.07, 560.09 and 561.01-.09)]

H. Pension Plans (See Appendix for effective dates of SFAS 87)

1. If there is a defined benefit plan, do disclosures include:
   a. A description of the plan including employee groups covered, type of benefit formula, funding policy, types of assets held and significant nonbenefit liabilities, if any, and the nature and effect of significant
Disclosure Checklist

Yes  No  N/A

matters affecting comparability of information for all periods presented? ___ ___ ___

b. The amount of net periodic pension cost for the period showing separately the service cost component, the interest cost component, the actual return on assets for the period, and the net total of other components?2 ___ ___ ___

c. A schedule reconciling the funded status of the plan with amounts reported in the employer's statement of financial position, showing separately:

1. The fair value of plan assets? ___ ___ ___

2. The projected benefit obligation identifying the accumulated benefit obligation and the vested benefit obligation? ___ ___ ___

3. The amount of unrecognized prior service cost? ___ ___ ___

4. The amount of unrecognized net gain or loss (including asset gains and losses not yet reflected in market-related value)? ___ ___ ___

2The net total of other components is the net effect during the period of certain delayed recognition provisions of this statement. That net total includes:

a. The net asset gain or loss during the period deferred for later recognition (in effect, an offset or a supplement to the actual return on assets)

b. Amortization of the net gain or loss from earlier periods

c. Amortization of unrecognized prior service cost

d. Amortization of the unrecognized net obligation or net asset existing at the date of initial application of SFAS 87 [AC P16]
Nonprofit Organizations Financial Statements and Notes Checklist

5. The amount of any remaining unrecognized net obligation or net asset existing at the date of initial application of SFAS 87 [AC P16]?

Yes  No  N/A

6. The amount of any additional liability recognized pursuant to SFAS 87, paragraph 36 [AC P16.130]?

Yes  No  N/A

7. The amount of net pension asset or liability recognized in the statement of financial position pursuant to SFAS 87, paragraphs 35-36 [AC P16.129-.130] (which is the net result of combining the preceding six items)?

Yes  No  N/A

d. The weighted-average assumed discount rate and rate of compensation increase (if applicable) used to measure the projected benefit obligation and the weighted-average expected long-term rate of return on plan assets?

Yes  No  N/A

e. If applicable, the amount and types of securities of the employer and related parties included in plan assets, and the approximate amount of annual benefits of employees and retirees covered by annuity contracts issued by the employer and related parties. Also, if applicable, the alternative amortization methods used pursuant to SFAS 87, paragraphs 26 and 33 [AC P16.120 and .127], and the existence and nature of the commitment discussed in paragraph 41 [AC P16.135]?

Yes  No  N/A

[SFAS 87, par. 54 (AC P16.150)]
Disclosure Checklist

f. If more than one defined benefit plan exists:

(1) Have the disclosures required by H1 above been aggregated for all of the employer's single-employer defined benefit plans or disaggregated in groups so as to provide the most useful information?  ____  ____  ____

(2) Are plans with assets in excess of accumulated benefit obligation not aggregated with plans that have accumulated benefit obligations that exceed plan assets?  ____  ____  ____

(3) Are disclosures for plans outside the U.S. not combined with those for U.S. plans unless those plans use similar economic assumptions?  ____  ____  ____

[SFAS 87, par. 56 (AC P16.153)]

2. If there is a defined contribution plan, do disclosures include:

a. A description of the plan(s) including employee groups covered, the basis for determining contributions, and the nature and effect of significant matters affecting comparability of information for all periods presented?  ____  ____  ____

b. The amount of cost recognized during the period?  ____  ____  ____

[SFAS 87, par. 65 (AC P16.162)]

c. If the pension plan has characteristics of both a defined benefit plan and a defined contribution plan:

(1) Is the substance of the plan to provide a defined benefit?  ____  ____  ____

(2) If answer is yes, are accounting and disclosure requirements
in accordance with the provisions of H1 above, applicable to a defined benefit plan?

[SFAS 87, par. 66 (AC P16.163)]

3. If there is a multiemployer plan, do disclosures include:

a. A description of the multiemployer plan(s) including the employee groups covered, the type of benefits provided (defined benefit or defined contribution), and the nature and effect of significant matters affecting comparability of information for all periods presented?

b. The amount of cost recognized during the period?

[SFAS 87, par. 69 (AC P16.166)]

c. If the situation arises where the withdrawal from a multiemployer plan may result in the employer having an obligation to the plan for a portion of its unfunded benefit obligations which is either probable or reasonably possible, have the provisions of SFAS 5 [AC C59] been applied?

[SFAS 87, par. 70 (AC P16.167)]

4. If there is a settlement and/or curtailment of a defined benefit pension plan and/or termination benefits under such plan, do disclosures include:

a. A description of the nature of the event(s)?

b. The amount of gain or loss recognized?

[SFAS 88, par. 17 (AC P16.187)]

I. Related Entities
Disclosure Checklist

### 1. Do the financial statements represent one of the following components of a nonprofit organization [ACNO, Ch. 8, p. 51]:

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<tbody>
<tr>
<td>a. A branch of an existing organization?</td>
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<td>b. A separate operation?</td>
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<tr>
<td>c. A separate fund?</td>
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<tr>
<td>d. A grant?</td>
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### 2. If the answer to any of the questions in No. 1 is yes, do the financial statements or footnotes disclose the following:

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<th>Yes</th>
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<tr>
<td>a. Existence of affiliated or controlling interest? [ACNO, Ch. 8, p. 52]</td>
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<tr>
<td>b. Nature and volume of material transactions (individually or in the aggregate) with related parties? [ACNO, Ch. 8, p. 52]</td>
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<tr>
<td>c. Any allocations of common expenses? [ACNO, Ch. 8, p. 52]</td>
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<tr>
<td>d. Do the Financial Statements of the Component clearly indicate what part of the organization is included and what parts are not included? [ACNO, Ch. 8, p. 52]</td>
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### 3. Affiliated Organizations

If other organizations are affiliated with, or otherwise financially related to, the organizations under examination, have we considered whether combined financial statements are necessary for fair presentation in conformity with GAAP? [ACNO, Ch. 7, p. 39] |     |    |     |
Nonprofit Organizations Financial Statements and Notes Checklist

If combined financial statements are not necessary, did the auditor consider whether appropriate disclosure of the affiliation was made in the notes to financial statements?
[ACNO, Ch. 7, p. 39]

.05 Balance Sheet

A. General

1. For classified balance sheets are assets and liabilities segregated into current and noncurrent classifications with totals presented for current assets and current liabilities?
[ARB 43, Ch. 3A (AC B05.103-.109);
SFAS 6, par. 15 (AC B05.118); FASBI 8, par. 3 (AC B05.138-.139); TB 79-3 (AC B05.501-.503); (SOP 78-10, pars. 23, 24)]

2. Are assets not expected to be realized during the current operating cycle classified as non-current?
[ARB 43, Ch. 3A, pars. 5-6 (AC B05.106-.107)]

3. Are valuation allowances contra to such assets as receivables and investments shown as deductions from their related assets with appropriate disclosure?
[APB 12, par. 3 (AC V18.102)]

4. If necessary, in order to segregate unrestricted from restricted resources does the organization report on a fund accounting basis?
[SOP 78-10, pars. 15, 20-24]

B. Cash

1. Is restricted cash appropriately segregated from cash available for
Disclosure Checklist

1. Are current operations to be reported for the current fiscal year?
   (ARB 43, Ch. 3A, par. 6 (AC BO5.107))

2. Are restrictions on cash appropriately disclosed?
   (SFAS 5, pars. 18-19 (AC C59.120))

C. Carrying Amount of Investments

1. For those organizations covered by SOP 78-10:

   a. Marketable debt securities

      Assuming the organization has ability and intention to hold the securities to maturity, are the securities being reported at amortized cost, market value, or the lower of amortized cost or market value? (SOP 78-10, par. 79)

   b. Marketable equity securities and Marketable debt securities

      For debt securities which are not expected to be held to maturity and all equity securities, are they reported at either market value or the lower of cost or market value? (SOP 78-10, par. 79)

   c. Are other investments, such as real estate, oil and gas interests, reported at either fair value or the lower of cost or fair value? (SOP 78-10, par. 79)

2. For the above three categories has the same basis of valuation been applied to all investments in each group? (SOP 78-10, par. 79)

3. If investments are not carried at market value, is the market value for that group disclosed at the balance sheet date? (SOP 78-10, par. 79)
4. For those organizations covered by VHW Guide:
   a. If the market value of the investment portfolio is below the recorded value, if considered necessary was the carrying value reduced to market? ___ ___ ___
      [VHW, Ch. 2, p. 5]
   Or was an allowance for decline in market value provided? ___ ___ ___
      [VHW, Ch. 2, p.5]
   b. When VHW investments are carried at cost is current market value disclosed? ___ ___ ___
      [VHW, Ch. 2, p.6]
   c. When VHW investments are carried at market value is cost disclosed? ___ ___ ___
      [VHW, Ch. 2, p.6]
5. Have other investments than securities been valued at cost or fair market value? ___ ___ ___
   [VHW, Ch. 2]
D. Receivables
   1. Are accounts and notes receivable from officers, employees, and affiliated organizations shown separately with appropriate disclosures? ___ ___ ___
      [ARB 43, Ch. 1A, par. 5 (AC R36.105)]
   2. If a note is noninterest bearing or has an inappropriate stated interest rate:
      a. Is the discount or premium presented as a deduction from or addition to the face amount of the note? ___ ___ ___
      b. Does the disclosure include the effective interest rate and face amount of the note? ___ ___ ___
Disclosure Checklist

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c. Is amortization of discount or premium reported as interest in the income statement?
[APB 21, par. 16 (AC 169.109)]

3. Are allowances for uncollectible receivables shown as deductions from the related receivables?
[APB 12, par. 3 (AC 18.102)]

4. Are legally enforceable pledges receivable recorded?
[SOP 78-10, pars. 64-66]

E. Property and Equipment

1. Are purchased fixed assets capitalized at cost?
[SOP 78-10, par. 105]

2. Are donated fixed assets recorded at their fair value at the date of the gift?
[SOP 78-10, par. 105]

3. If fixed assets were not capitalized in the past are they being capitalized retroactively?
[SOP 78-10, par. 105]

4. If historical costs are unavailable for assets already in service, has another reasonable basis been used to value the assets?
[SOP 78-10, par. 105]

5. For depreciable assets, do the financial statements or notes thereto include disclosure of:

   a. Depreciation expense for each period?
      [SFAS 93, par. 5a (current text reference not available at this time)]
      [SOP 78-10, par. 110]
Nonprofit Organizations Financial Statements and Notes Checklist

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b. Balances of major classes of depreciable assets by nature or function?
   [SFAS 93, par. 5b (current text reference not available at this time)]

   ___ ___ ___

c. Accumulated depreciation, either by major classes of assets or in total?
   [SFAS 93, par. 5c (current text reference not available at this time)]

   ___ ___ ___

d. The method or methods used in computing depreciation with respect to major classes of depreciable assets?
   [SFAS 93, par. 5d (current text reference not available at this time)]
   APB 22, par. 13 (AC A10.106)

   ___ ___ ___

6. Are capitalized fixed assets depreciated?
   [SOP 78-10, par. 107]

   ___ ___ ___

7. If the organization owns any fixed assets, such as landmarks, monuments, cathedrals, historical treasures or houses of worship, which are considered inexhaustible, are they depreciated?
   [SFAS 93, par. 3]

   ___ ___ ___

8. Has the amount of depreciation provided on assets carried at historical cost and the amount, if any, provided on assets carried on a basis other than historical cost been disclosed?
   [SOP 78-10, par. 110]

   ___ ___ ___

9. Are capitalized interest costs appropriately determined and reported?
   [SFAS 34, pars. 6-23 (AC I67.102-.103, I67.105-.107 and I67.109-.118) as amended by SFAS 42, par. 4 (AC I67.104);
   SFAS 58, pars. 5-7 (AC I67.105c, I67.106c-.106e and I67.117);
   SFAS 62, par. 5 (AC I67.106)]

   ___ ___ ___
Disclosure Checklist

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10. Has the basis of valuation and the amount of any assets pledged to secure outside borrowing been disclosed in the financial statements?
   [SOP 78-10, p. 166, Note 3]

F. Collections of Works of Art and Similar Items

1. If the organization has inexhaustible collections usually associated with museums, art galleries, botanical gardens, libraries or similar entities and if such collections are not capitalized, does the caption "Collections" appear on the balance sheet with no amount shown but with a reference to a note that describes the collection?
   [SOP 78-10, par. 113]

2. If the valuation basis is shown on the balance sheet have we obtained assurance that it is appropriate?
   SOP 78-10, par. 113

3. Do the financial statements disclose the cost or contributed value of current period accessions and the nature of and proceeds from deaccessions?
   [SOP 78-10, par. 114]

G. Other Assets and Deferred Charges

1. Are the costs of intangible assets acquired from other entities recorded as assets?
   [APB 17, pars. 24-26 (AC I60.105-.107)]

2. Are the costs of developing, maintaining or restoring intangible assets which are not specifically identifiable, have indeterminate lives, or are inherent in a continuing business and related to the entity as a whole, expensed when incurred?
   [APB 17, par. 24 (AC I60.105)]

3. Has interest been accrued on interfund borrowings if appropriate?
   [SOP 78-10, par. 118]
Nonprofit Organizations Financial Statements and Notes Checklist

4. When funds for repayment are not available have such borrowings been considered permanent and recorded as transfers?
   [SOP 78-10, par. 118]

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H. Current Liabilities

1. Do current liabilities include:
   a. Obligations for items which have entered the operating cycle?
      |     |    |     |
      |     |    |     |
   b. Collections received in advance of the delivery of goods or performance of services?
      |     |    |     |
      |     |    |     |
   c. Debts which arise from operations directly related to the operating cycle?
      |     |    |     |
      |     |    |     |
   d. Other liabilities whose regular and ordinary liquidation is expected to occur within a relatively short time period?
      |     |    |     |
      |     |    |     |
   e. Obligations that, by their terms, are due on demand or will be due within one year (or operating cycle, if longer) from the balance sheet date, even though liquidation may not be expected within that period?
      |     |    |     |
      |     |    |     |

   [ARB 43, Ch. 3A, pars. 7-8 (AC B05.108-.109); SFAS 78, par. 5 (AC B05.109A and B05.118)]

2. Do current liabilities exclude short-term obligations that the entity intends to refinance on a long-term basis, provided the entity has demonstrated the ability to consummate the long-term financing?
   [SFAS 6, pars. 8-14 (AC B05.112-.116); FASBI 8 (AC B05.117 and B05.138-.139)]

   |     |    |     |
   |     |    |     |

   |     |    |     |
   |     |    |     |
Disclosure Checklist

I. Notes Payable and Other Debt

1. Is there adequate disclosure of interest rates, maturities, and other terms and conditions provided in loan agreements and bond indentures such as assets pledged as collateral, etc.? [SFAS 5, pars. 18-19 (AC C59.120)]

2. Are the combined aggregate amount of maturities and sinking fund requirements for all long-term borrowings disclosed for each of the five years following the date of the latest balance sheet presented? [SFAS 47, par. 10b (AC C32.105b)]

3. If the note is noninterest bearing or has an inappropriate stated interest rate:
   a. Is the discount or premium presented as a deduction from or addition to the face amount of the note? __  __  __
   b. Does the disclosure include the effective interest rate and face amount of the note? __  __  __
   c. Is amortization of the discount or premium reported as interest in the income statement? __  __  __
   d. Are issue costs reported in the balance sheet as deferred charges? [APB 21, par. 16 (AC I69.109)] __  __  __

4. Are current portions of debt obligations presented as current liabilities? [ARB 43, Ch. 3A, pars. 7-8 (AC B05.108-.109)] __  __  __

5. If a short-term obligation is to be excluded from current liabilities per SFAS 6, do disclosures include:
   a. General description of the financing agreement? __  __  __
Nonprofit Organizations Financial Statements and Notes Checklist

b. Terms of any new obligation incurred or expected to be incurred, as a result of the refinancing?  ___  ___  ___  
   [SFAS 6, par. 15 (AC B05.118); FASBI 8, par. 3 (AC B05.117); TB 79-3 (AC B05.501-.503)]

J. Lessees

1. For capital leases do disclosures include:

   a. Gross amounts of assets recorded by major classes as of the date of each balance sheet presented?  ___  ___  ___  
      [SFAS 13, par. 16a (AC L10.112a(1)-(4))]

   b. Future minimum lease payments as of the latest balance sheet presented in the aggregate and for each of the five succeeding fiscal years with appropriate separate deductions therefrom for executory costs and imputed interest to reduce net minimum lease payments to present value?  ___  ___  ___  
      [SFAS 13, pars. 10 & 16a (AC L10.106 and L10.112a(1)-(4))]

   c. Total of future minimum sublease rentals under noncancelable subleases as of the date of the latest balance sheet presented?  ___  ___  ___  
      [SFAS 13, par. 16a (AC L10.112a(1)-(4))]

   d. Total contingent rentals actually incurred for each period for which an income statement is presented?  ___  ___  ___  
      [SFAS 13, par. 16a (AC L10.112a(1)-(4)) amended 10/1/79 by SFAS 29, par. 12]

2. For operating leases that have initial or remaining noncancelable lease terms in excess of one year do disclosures include:

   a. Future minimum rental payments re-
Disclosure Checklist

quired as of the latest balance sheet presented in the aggregate and for each of the five succeeding fiscal years?  

---  ---  ---

b. Total of future minimum rentals under noncancelable subleases as of the date of the latest balance sheet presented?  

[SFAS 13, par. 16b (AC L10.112b)]  

---  ---  ---

3. For all operating leases do disclosures include: rental expense for each period for which an income statement is presented with separate amounts for minimum rentals, contingent rentals, and sublease rentals?  

[SFAS 13, par. 16c (AC L10.112c)]  

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4. Do disclosures include a general description of the lessee's leasing arrangements including but not limited to:  

a. Bases for determination of contingent rentals?  

---  ---  ---

b. Terms of any renewal or purchase options or escalation clauses?  

---  ---  ---

c. Restrictive covenants?  

[SFAS 13, par. 16d (AC L10.112d); For amendments of SFAS 13 see SFASs 17, 22, 23, 26, 27, 28 and 29; for interpretations see FASBIs 19, 21, 23, 24, 26 and 27; for technical bulletins see TBs 79-10, 79-11, 79-12, 79-13, 79-14, 79-15, 79-16, 79-17 and 79-18]

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K. Other Liabilities and Deferred Credits

1. Are estimated losses from loss contingencies accrued if both "probable" as explained in SFAS 5 and the amount can be reasonably estimated?  

[SFAS 5, par. 8 (AC C59.105); FASBI 14 (AC C59.106-.107 and C59.124-.127)]  

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Nonprofit Organizations Financial Statements and Notes Checklist

Yes  No  N/A

2. Are liabilities appropriately accrued and reported for employees' compensation for future absences?  
   [SFAS 43, pars. 6-7 (AC C44.104 and C44.108)]

3. Are liabilities for special termination benefits to employees appropriately accrued and reported when the employees accept the offer and the amount can be reasonably estimated?  
   [SFAS 74, par. 2 (AC C45.102)]

06 Activity Statement or Statement of Revenue and Expenses, or Statement of Support and Revenue, Expenses, Capital Additions and Changes in Fund Balances (SOP 78-10, par. 25)

A. Fund Accounting

1. If necessary, in order to segregate unrestricted from restricted resources does the organization report on a fund accounting basis?  
   [SOP 78-10, par. 15]

2. Does the Activity Statement include all the funds of the organization?  
   [SOP 78-10, pars. 25-31]

3. Does the Activity Statement disclose all legally unrestricted income, expenses and fund balances on a functional basis where the organization receives significant support from the general public in the form of contributions?  
   [SOP 78-10, Exhibits 1B & 4B; (VHW, pp. 42, 43)
Disclosure Checklist

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<td>4. Is the total amount for all legally unrestricted income, expenses and fund balances shown in one column so as to be clearly distinguishable to a reader of the financial statements?</td>
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<td>[SOP 78-10, Exhibits 1B &amp; 4B; VHW, pp. 42, 43]</td>
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<td>5. Does the Activity Statement indicate which contributions cannot be spent currently for program or support services because of donor or legal restrictions?</td>
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<td>[SOP 78-10, pars. 28, 62]</td>
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<td>6. Has the client complied with all restrictions imposed by donors or other third parties and are significant restrictions disclosed in the financial statements?</td>
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<td>[SOP 78-10, par. 59]</td>
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<td>7. Are contributions that cannot be spent currently differentiated from items that are available for current operations by use of captions such as &quot;Capital Additions&quot; or &quot;Nonexpendable Additions&quot;?</td>
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<td>[SOP 78-10, par. 28]</td>
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<td>8. If a columnar format is used, do the statements show a total all-funds column? (Not mandatory)</td>
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<td>[SOP 78-10, pars. 37, 39]</td>
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<td>9. Are comparative financial statements being presented? (Not mandatory)</td>
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<td>[SOP 78-10, par. 41]</td>
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<td>10. Is an excess of revenues over expenses clearly shown? [SOP 78-10, par. 30] and if there are capital additions, are there two excess captions?</td>
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<td>[SOP 78-10, par. 31]</td>
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11. If the auditor will be rendering an opinion on the prior period as well as the current period, has the auditor evaluated whether the prior period information contains sufficient information to constitute a fair presentation in conformity with GAAP or will additional columns or details be required, or does the auditor need to modify his report? 

[SOP 78-10, par. 41 and SAS 15, footnote 5 (AU 505.02)]

B. Capital Gains

1. If the aggregate market value by fund group is less than the carrying amount for investments carried at the lower of (amortized) cost or market value, has the decline been recognized? 

[SOP 78-10, par. 80]

2. Have recoveries in aggregate market value in subsequent periods been recorded subject to the limitation that the carrying amount should not exceed original cost? 

[SOP 78-10, par. 80]

a. Where such adjustments relate to noncurrent investments was this recognized as an addition or deduction to the fund balance? 

[SOP 78-10, par. 80]

b. If the adjustments relate to current investments were they reflected in the statement of activity in the same manner as realized gains and losses? 

[SOP 78-10, par. 80]

3. Assuming that the organization has adopted the so called total-return approach for the management of investments of endowment and quasi-endowments funds:
Disclosure Checklist

a. Is this in conformity with State Regulations?
   [See pars. 75 and 76 of SOP 78-10, and VHW, Ch. 2, p. 7]  
   Yes  No  N/A

b. Has the organization reported the portion of available net gains from endowment investments utilized in the statement of activity as a transfer from endowment funds to other funds?  
   [SOP 78-10, par. 76]  
   Yes  No  N/A

c. If the answer is "no" has this been disclosed in the accountants' report?  
   Yes  No  N/A

d. Do the notes to financial statements summarize total realized and unrealized gains and losses and income earned from investments held by all funds except life income and custodial funds?  
   [SOP 78-10, par. 83]  
   Yes  No  N/A

4. Tax Allocation

a. Is the organization subject to federal excise tax on investment income or to federal and state income taxes on unrelated business income?  
   [SOP 78-10, par. 103]  
   Yes  No  N/A

b. If the answer is "yes" and timing differences exist between the income base for tax and financial reporting purposes, has interperiod allocation of taxes been made and disclosed?  
   [SOP 78-10, par. 103]  
   Yes  No  N/A

5. Transfers

Where applicable does the Activity Statement show that transfers of resources among fund groups are neither revenues nor expenses and are distinguished from support and revenues and are reported as
Nonprofit Organizations Financial Statements and Notes Checklist

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<td>changes in fund balances below the caption &quot;fund balance at beginning of period&quot;?</td>
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<td>[SOP 78-10, par. 104]</td>
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C. Third-Party Reimbursements

If the organization depends significantly on third-party reimbursement arrangements to carry out its program activities, do the financial statements adequately disclose information related to these arrangements?  
[SACNO, Ch. 3, pp. 14, 15]

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D. Donated or Contributed Services

Do the notes to financial statements disclose the methods used by the organization in valuing, recording and reporting donated or contributed services?  
[SOP 78-10, par. 71]

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E. Donated Materials and Facilities

1. Have significant donated materials and facilities been recorded at their fair value?  
   [SOP 78-10, par. 67]

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2. Did the organization have a clear, measurable and objective basis for determining these fair values?  
   [SOP 78-10, par. 71]

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F. Subscription and Membership Income

1. Are subscriptions and revenues derived from services rendered or sale of goods recognized as revenue in the period in which they are provided?  
   [SOP 78-10, par. 84]

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2. Is revenue from membership dues recognized ratably over the period to which the dues relate?  
   [SOP 78-10, par. 84]

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Disclosure Checklist

3. If dues, assessments and nonrefundable initiation fees are in substance contributions and services are not to be provided to the member, are they recognized as revenue in the period the organization is entitled to them?
   [SOP 78-10, par. 84]

G. Fund Raising

If revenue from fund-raising affairs is reported net of expenses are such expenses disclosed?
   [SOP 78-10, par. 93, VHW, p. 42]

H. Restricted Gifts, Grants, Pledges, etc.

1. Are gifts, grants, pledges and other revenues which are restricted by the donor for a particular purpose recorded as follows:

   For "Certain Nonprofit Organizations"--in accordance with SOP 78-10, pars. 54-62?

   [SOP 78-10, par. 54-62]

   For "Voluntary Health and Welfare Organizations"--in accordance with Chapter 1, p. 2?

   [VHW, Ch. 1, p. 2; SOP 78-10, pars. 72, 73]

2. For VHW Organizations and ACNO is investment income recorded directly into the appropriate fund based on the nature of any restrictions placed on the income?

   [VHW, Ch. 1, p. 3; SOP 78-10, pars. 72, 73]

I. Gifts of Future Interest (ACNO Ch. 4, p. 25)

1. Has the present value of the actuarially determined liability resulting from such gifts been recorded at the date of the gifts?

   [SOP 78-10, par. 121]
2. Has any excess or deficiency in the amount of an annuity gift over the liability been recorded as support in the year of the gift if it may be used immediately for the general purpose of the organization? [SOP 78-10, par. 121]

3. If this was not done has the excess been reported as deferred revenue if it is restricted for specific purposes? [SOP 78-10, par. 121]

4. For the principal amount of life income gifts where the donor reserves the right to the income from the gift for life or some other stipulated period, has this principal amount been recorded as deferred support in the balance sheet in the period the gift is received? [SOP 78-10, par. 121]

5. Has the amount previously recorded as deferred support been reflected as support or a capital addition at the future date when the terms of the annuity or life income gift was met? [SOP 78-10, par. 121]

J. Origination, Commitment and Other Fees and Costs

Are these fees recognized and amortized as follows:

1. Are amounts of loan origination, commitment, and other fees and costs recognized as an adjustment of yield reported as part of interest income? [SFAS 91, par. 22 (Current Text reference not available at this time) (Effective for leasing and lending transactions entered into and commitments granted in fiscal years beginning after December 15, 1987)]

2. Is amortization of other fees, such as commitment fees that are being amortized
Disclosure Checklist

on a straightline basis over the commitment period or included in income when the commitment expires, reported as service fee income?  

[SFAS 91, par. 22 (Current Text reference not available at this time) (Effective for leasing and lending transactions entered into and commitments granted in fiscal years beginning after December 15, 1987)]

3. For direct financing leases only, have initial direct costs been disclosed?  

[SFAS 91, par. 25 d(c) (Current Text reference not available at this time) (Effective for leasing and lending transactions entered into and commitments granted in fiscal years beginning after December 15, 1987)]

K. Expenses

1. Allocation of Expenses
   a. Has a reasonable allocation of the organization's functional expenses been made to various programs and supporting services?  
      [SOP 78-10, par. 97 and par. 100]  

   b. Have these allocations been disclosed in the notes to financial statements?  
      [SOP 78-10, par. 100]

2. Does disclosure of allocated joint costs incurred for materials and activities which include a fund-raising appeal include:
   a. The total amount of joint costs incurred?  
      [SOP 87-2, par. 22]
3. Is the cost of the pension plan(s) accounted for in conformity with SFAS 87, paragraphs 20-34, 39-53, and 77? (See Exhibit A) [SFAS 87, pars. 20-34, 39-53, and 77 (AC P16.114-.128, .133-.138, and .141-.149)]

4. Have settlements of defined benefit pension plans been accounted for in accordance with SFAS 88, paragraphs 3-5 and 9-11? [SFAS 88, pars. 3-5 and 9-11 (AC P16.172, .177-.179 and .181)]

5. Have curtailments of defined benefit pension plans been accounted for in accordance with SFAS 88, paragraphs 6 and 12-14? [SFAS 88, pars. 6 and 12-14 (AC P16.173 and .182-.184)]

   a. Have such settlements and curtailments been properly differentiated in accordance with SFAS 88, paragraphs 7-8? [SFAS 88, pars. 7-8 (AC P16.174-.175)]

6. Have termination benefits been accounted for in accordance with SFAS 88, paragraph 15? [SFAS 88, par. 15 (AC P16.185)]

7. Has the gain or loss measured in accordance with SFAS 88, paragraphs 9-10, 12-13 or 15, which is directly related to a disposal of a segment of a business, been included in determining the gain or loss associated with that event, and recognized in accordance with APB 30? [SFAS 88, pars. 9-10, 12-13 and 15 (AC P16.177, .179, .182-.183 and .185)]

3Accounting for defined contribution plans and for multiemployer plans is generally the same as current practice. The new pension rules apply primarily to companies offering defined benefit pension plans.
Disclosure Checklist

Yes No N/A

8. For deferred compensation agreements, are estimated amounts to be paid properly accrued? [APB 12, pars. 6-8 (AC C38.101-.102)]

9. Are grants to other organizations recorded as expenses and liabilities at the time recipients are entitled to them? (Normally this occurs when the board approves a specific grant or notifies the grantee.) [SOP 78-10, par. 101]

10. Do fund-raising expenses include any applicable portion of management salaries, depreciation and other occupancy expenses? [SOP 78-10, par. 98]

L. Remittances to National Organizations

When the organization remits a portion of their receipts to an affiliated state or national organization is this amount properly reported? [SOP 78-10, par. 90; (VHW, p. 29)]

M. Prior Period Adjustments

1. Are prior period adjustments limited to: correction of an error(s) in financial statements of prior periods? [SFAS 16, par. 11 (AC A35.103)]

2. Are prior period adjustments and their resulting effects appropriately disclosed? [APB 9, par. 26 (AC C35.107)]

N. Wills or Trusts

If the organization is certain to receive sizeable, but indeterminable amounts under a will or trust, did the organization make adequate disclosure in a footnote to the financial statements regardless of the period of time which is estimated to elapse before the date of receipt?
Nonprofit Organizations Financial Statements and Notes Checklist

Yes No N/A

[FASB 5, par. 17 (AC C59.118); SAS 32 (AU 431.02)]

O. Accounting for a Change in Method of Accounting for Certain Postretirement Benefits

1. If an employer changes its method of accounting from (a) the cash basis to an accrual method or (b) one accrual method to another accrual method for post-retirement life insurance benefits not provided through a pension plan or for postretirement health care benefits (regardless of whether those benefits are provided through a pension plan or through a separate plan), did the employer account for the effect of the change prospectively in the period of change and in future periods? [TB 87-1, par. 3]

2. If the employer did not account for the change prospectively in the period of change and in future periods, did the employer recognize the cumulative effect of the change in net income of the period of the change? [TB 87-1, par. 3]

3. In the financial statements for the period in which the change is adopted was the nature of, the justification for, and the method of accounting for the accounting change disclosed? [TB 87-1, par. 4]

4. Does the justification for the change explain clearly why the newly adopted accounting method is preferable? [TB 87-1, par. 4]

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4Effective for fiscal years beginning after December 15, 1986. Earlier application is permitted. Restatement of previously issued annual financial statements is not permitted.
Disclosure Checklist

5. Has the effect of adopting the new accounting method on income before extraordinary items, on net income, and on the related per share amounts of the period of the change been disclosed? [TB 87-1, par. 4]  
   Yes  No  N/A

6. Have the following disclosures also been made:
   a. If the effect of the change will be recognized prospectively in the current year and future periods, has the effect and method for prospective recognition been disclosed? [TB 87-1, par. 4]  
      Yes  No  N/A
   b. Has the effect of the change, when recognized, been included in income from operations? [TB 87-1, par. 4]  
      Yes  No  N/A
   c. If the cumulative effect of the change is recognized in net income of the period of the change, as described in paragraph 20, of Opinion 20, has the pro forma effect of retroactive application on income before extraordinary items and net income including per share amounts, been disclosed as required by paragraph 21 of Opinion 20? [TB 87-1, par. 4]  
      Yes  No  N/A

.07 Additional Financial Statements

A. Statement of Changes in Financial Position

1. If required by SOP 78-10, is a statement of changes in financial position presented as a basic financial statement for each period for which an activity statement or statements of support, revenue and expenses is presented?  
   Yes  No  N/A
2. Does the format provide the most useful portrayal of the reporting entity's financing and investing activities and changes in financial position and functional expenses?

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3. Does the statement of changes in financial position disclose all important aspects of financing and investing activities regardless of whether cash or other elements of working capital are directly affected?

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4. Does the statement of changes in financial position:

   a. Begin with excess (deficiency) of support and revenue over expenses before capital additions or similar captions?

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   b. Present additions or deductions of items recognized in determining income or loss that did not provide or use working capital or cash?

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   c. Individually disclose the effects of other financing and investing activities including:

   (1) Outlays for purchase of long-term assets?

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Disclosure Checklist

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(2) Proceeds from sale of long-term assets?
[SOP 78-10, Exhibit 5C]

(3) Issuance, assumption, redemption and repayment of long-term debt?
[SOP 78-10, Exhibits 4C and 6D]

   d. Are net changes in each element of working capital disclosed?
   [APB 19, par. 12 (AC F40.106)]
   [SOP 78-10, Exhibits 6D, 8C, and 10C]

B. Statement of Functional Expenses

1. If required by the Audit Guide for Voluntary Health and Welfare Organizations is a statement of functional expenses presented as a basic financial statement for each period for which a statement of support revenue and expenses is presented?
[VHW, p. 29, 44-45]

2. Does the statement of functional expenses contain sufficient information to enable a reader to obtain a general understanding of the nature of the costs of carrying out the organization's activities?
[VHW, p. 29]

.08 Tax Status

1. Do the financial statements, footnotes and other disclosures in the annual report contain any information or language which may adversely affect the organization's tax status, as for example:

   a. Cause the IRS to assert that the entity is a private foundation (if it is not)?

   b. Cause the IRS to claim that the organization is subject to the tax on unrelated business income?
c. Result in the organization being subject to any penalties or taxes (for example, for excess lobbying activities, private investments, independent investments, unreasonable compensation, activities not in accordance with the organization's exempt status)?

2. If the entity's tax exempt status is in question by the IRS, is the impact disclosed in a footnote? [FASB 5 (pars. 1,39) (AC C59.101, C59.145)]

.09 Federal Grants to Nonprofit Organizations

1. In-Kind Contributions from Non-Federal Third Parties
   a. Have volunteer services by outside contributors been disclosed?
   b. Has the basis for determining the valuation for personal services, material, equipment, buildings and land been disclosed? [OMB Circular A-110, par. 980]

2. Do the organization's financial statements show accurate, current and complete disclosure of the financial results separately for each federally sponsored project or program? [OMB Circular A-110, par. 981]

3. Financial Reporting Requirements
   Have the following disclosures of OMB Circular A-110 been made in the financial statements:
   a. Summarization of expenditures made and unexpended Federal funds shown for each award?
Disclosure Checklist

4. Where property was acquired with Federal funds and remains in the grantee's possession at conclusion of the grant period do the financial statements disclose what the final disposition will be? [OMB Circular A-110, par. 989] Yes No N/A
Disclosure Checklist

APPENDIX

Pension Plans--Employer Reports

Please note that the effective date for SFAS 87 is for fiscal periods beginning after December 15, 1986. For plans outside the U.S. and for defined benefit plans of employers that (a) are nonpublic enterprises and (b) sponsor no defined benefit plan with more than 100 participants, SFAS 87 shall be effective for fiscal years beginning after December 15, 1988. For all plans, the provisions of paragraphs 36-38 shall be effective for fiscal years beginning after December 15, 1988. In all cases, earlier application is encouraged. SFAS 88 is effective for events occurring in fiscal years beginning with the fiscal year in which SFAS 87 is first applied. Until such time, the accounting and disclosure requirements listed below remain in effect:

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Is the cost of the pension plan(s) accounted for in conformity with applicable pronouncements?

[APB 8, pars. 8-45 (AC P15.101, .103-.107, .109-.129 and .133); FASBI 3 (AC P15.108); SFAS 74, par. 3 (AC C45.103)] (Replaces question A10 in AAM section 8400.06, if earlier application election is not made)

1For defined benefit pension plans, accounting and reporting by the plans themselves should be in conformity with SFAS 35 [AC Pe5].

Pension Plans--Plan Reports 1

1. If there is a pension plan (defined benefit or otherwise) do disclosures include:

   a. Statement on existence of the plan(s) and identification or description of the employee groups covered?

   __ __ __

   b. Statement of the entity's accounting and funding policies?

   __ __ __

   c. Provision for pension cost for the period(s)?

   __ __ __
Disclosure Checklist

4. Nature and effect of significant matters affecting comparability for all periods presented? [SFAS 36, par. 7 (AC P15.130); TB 81-3, pars. 4-6 (AC P15.503-.505)] (Replaces question L in AAM section 8400.04, if earlier application election is not made)

2. For defined benefit pension plans do disclosures also include:

a. Actuarial present value of vested accumulated plan benefits? 

b. Actuarial present value of non-vested accumulated plan benefits?

c. Plan's net assets available for benefits?

d. Assumed rates of return used in determining the actuarial present value of vested and nonvested accumulated plan benefits?

e. Date as of which the benefit information was determined? [SFAS 36, par. 8 (AC P15.131)] (Replaces question L in AAM section 8400.04, if earlier application election is not made)

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2For plans for which this information is not available, the entity may continue to comply with the disclosure requirements originally contained in APB 8 [AC P15] before amendment by SFAS 36 [AC P15.130-.132 and .134]. Plans for which this information is not available are expected to be only those plans that do not report such information to certain governmental agencies pursuant to the Employee Retirement Income Security Act of 1974 (ERISA).
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