

Chatham County  
Financial Analysis Procedures  
2014

**Financial Analysis Procedures**

Agencies with annual cash revenue of less than \$50,000 may have a financial analysis conducted by United Way and County Staff instead of an independent CPA audit or financial review. The Financial Analysis will include a review of the following:

- Definition of Fiscal Year
- Review of Budget which includes the prior year actual, current year budget, current year projected and next year requested. (Required Budget Template Available in Application)
- Review of the General Ledger or checkbook of the most recently completed fiscal year
- Random sample of 5% of the checks written for the year. They will be checked for accuracy and compared to the invoices, as well as the general ledger.
- Review of the agency's bank reconciliations and bank statements.
- Review of the most recently filed IRS Form 990 or IRS Form 990 EZ.
- Review cash receipts and invoices
- Review of the Agency's general financial policies and procedures

**Please bring the following documents for the months of: \_\_\_\_\_ and \_\_\_\_\_**

- Copies of all checks written for each month
- Copies of all invoices for each month
- Copies of all cash receipts for each month
- Copies of all deposit slips for each month
- Sample Bank Statements and Reconciliations for each month
- Copies of the Quarterly Financial Statements which were presented to the Board that cover each month
- Most Recent Balance Sheet and Income Statement
- Copy of a print-out of general ledger or checkbook for the most recently completed fiscal year