

Document Name	Requested by	Auditor Notes	Completed By	Document U	Client Notes/Questions
ABS 2020 Final Logo.png UPPER CAPTIVA FIRE & RESCUE DISTRICT FYE: 09/30/2023					
General					
Backup copy of the QB file	Teresa Da Costa	Please send me an email with the username & password	Jesse Cottrell	TRUE	2nd back up for the changes we spoke about.
List of all pending or threatened litigation, claims and assessments	Teresa Da Costa		Bill Fry provided Melanie Everett's 25474 and Maggie Mooney's contact info		Dubrasky lawsuit was settled Jan 2024; see https://uppercaptivafire.org/wp-content/uploads/2024/03/Special-Executive-Meeting-Minutes-January-16-2024.pdf ; there is no change to the status of the Martin lawsuit.
Original budget, all budget amendments (if applicable), and final budget	Teresa Da Costa		Bill Fry	TRUE	Uploaded the budget resolutions and the FYE P&L provided to the BoC at Nov monthly meeting; see https://uppercaptivafire.org/wp-content/uploads/2023/11/Treasurers-Report-202310.pdf
TRIM letter from the State	Teresa Da Costa	I have attached the document we received for FY 2021	Bill Fry	TRUE	Uploaded the FY22 and FY23 TRIM letters (received from Tallahassee this morning)
Assets					
Bank statements from October 2022 to October 2023	Teresa Da Costa		Jesse Cottrell	TRUE	
September 2023 bank reconciliation for all bank accounts	Teresa Da Costa		Jesse Cottrell		
Fixed asset listing (including a detail listing of all additions, deletions and transfers made in FY2023) and depreciation schedule	Teresa Da Costa		Bill Fry	TRUE	Updated 28 May on the additions/deletions tab (forgot to include the donated Kawasaki on that tab when I sent the file Sunday)
Copy of the physical verification of fixed assets	Teresa Da Costa		Jesse Cottrell	TRUE	
Liabilities					
Copies of all new contracts, including lease agreements, loan agreements, etc. entered into during the year.	Teresa Da Costa		Bill Fry		No new contracts were approved in FY23.
Copy of accumulated PTO balances at 9/30/2023	Teresa Da Costa		Bill Fry		No accumulated PTO balances on 30 Sep 2023 (Martin payout was in Dec 2022 and Dubrasky was Feb/Mar 2023 in their final payroll payments)

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Copy of the LOC statement at 9/30/2023 that shows the ending balance	Teresa Da Costa	If the LOC balance is zero at 9/30/22, please provide a document stating that.	Bill Fry	TRUE	
Copy of the LOC renewal document that was entered into in FY 2023	Teresa Da Costa		Bill Fry	TRUE	
Income/Expenses					
941s from 10/1/2022 to 9/30/2023	Teresa Da Costa		Jesse Cottrell	TRUE	
Invoice request #1	Justin Cruz		Jesse Cottrell	TRUE	
Invoice request #2	Justin Cruz		Jesse Cottrell	TRUE	
PERM					
Were there any changes to the organizational chart in FY2023?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Bill Fry	TRUE	
Did the list of board members and check signers change in FY2023?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Jesse Cottrell		NONE
Were there any amendments to the Chief's employment contract in FY2023?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Jesse Cottrell		NONE
Were there any changes to the Rules & Regs since FY 2014	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Jesse Cottrell		NONE
Were there any changes to the enabling act?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Bill Fry		None
Were there any changes to the fire service special assessment?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Jesse Cottrell		NONE
Were there any changes to the Fund Balance Policy?	Teresa Da Costa	If there were no changes, please write "none" in the client notes/questions field.	Bill Fry	TRUE	Yes, resolution for FY23 was approved in Nov 2023