

**Auditor-Controller's Office**  
**Action Plan**  
**Monday, August 1, 2022**

Task #	Task or Project	Target Date	Completion Milestone	Date Completed
1	Adopt Appropriation Limit for FY 19-20	6/15/2022	Board Resolution Adopted	6/7/2022
2	Adopt Appropriation Limit for FY 20-21	6/15/2022	Board Resolution Adopted	6/7/2022
3	Adopt Appropriation Limit for FY 21-22	6/15/2022	Board Resolution Adopted	6/7/2022
4	Complete FY 19-20 Bank Reconciliations	6/15/2022	Delivered to CLA as part of FY 19-20 Audit Documentation	6/21/2022
5	Adopt Appropriation Limit for FY 22-23	6/30/2022	Board Resolution Adopted	6/28/2022
6	Finalize Cost Plan FY 21-22 Responses	8/15/2022	Approval of FY 21-22 Cost plan by SCO	
8	Complete FY 19-20 Audit, issue Financial Statements and Single Audit Report	8/15/2022	Filed with Federal Clearinghouse	
10	Property Tax Apportionments for FY 21-22	8/15/2022	Current	
11	Post Audit Adjustments FY 18-19	8/31/2022	Posted and TB Tied to Financial Statements	
12	Post Audit Adjustments FY 19-20	8/31/2022	Posted and TB Tied to Financial Statements	
13	Process back-log of FY 21-22 Claims/Accounts Payable	9/9/2022	No claims in ININ for FY 21-22	
14	Post FY 20-21 Outstanding Journals	9/9/2022	No outstanding Journals	
15	Run and balance FY 21-22 Budget Reports	9/10/2022	Filed and accepted by SCO	
16	Complete FY 20-21 Bank Reconciliations	9/15/2022	FY 20-21 Bank Recs posted to Audit Folder	
17	Reconcile Payroll Trust Accounts thru 06/30/2022	9/15/2022	Reconciliations for both FY 20-21 and FY 21-22 posted to Audit Folder	
18	Run and balance FY 20-21 Budget Reports	9/15/2022	Filed and accepted by SCO	
19	Prepare FY 20-21 Accruals and Closing Journals	9/30/2022	All journals posted except for reconciliation adjustments	
22	Implement Current Period Monthly Bank Reconciliations	10/1/2022	Monthly Bank Recs completed 30 days after close of month	
24	Complete FY 21-22 Bank Reconciliations	10/15/2022	FY 21-22 Bank Recs posted to Audit Folder	
26	Resolve IRS 941 & Schedule B Reporting issues	10/15/2022	Confirmation from IRS of resolution	
27	Resolve EDD Payroll Tax Reporting Issues	10/15/2022	Confirmation from EDD of resolution	
31	Complete Financial Transactions Report FY 19-20	10/31/2022	Filed and accepted by SCO	
33	Interest Allocations FY 20-21	11/5/2022	Interest allocated through 6/21 in FE	
39	Interest Allocations FY 21-22	11/30/2022	Interest allocated through 6/22 in FE	
40	Complete all FY 22-23 Adopted Budget Schedules	11/30/2022	Filed and accepted by SCO	
42	Complete Documents for Cost Plan 22-23	12/31/2022	Filed and accepted by SCO	
43	Interest Allocations Current	1/1/2023	Interest allocated through 9/30/22 in FE	
45	Complete FY 20-21 Audit, issue Financial Statements and Single Audit Report	2/28/2023	Filed with Federal Clearinghouse	
46	Complete Financial Transactions Report FY 20-21	3/31/2023	Filed and accepted by SCO	
47	Complete FY 21-22 Audit, issue Financial Statements and Single Audit Report	3/31/2023	Filed with Clearinghouse	
49	Complete Financial Transactions report FY 21-22	4/30/2023	Filed and accepted by SCO	
50	Update Outstanding Tax Roll Adjustments/Corrections	6/30/2023	No outstanding Adjustments or Corrections	
52	Complete Documents for Cost Plan FY 23-24	6/30/2023	Filed and accepted by SCO	