

TOWN OF GEORGIA, VERMONT
TO DO LIST
DECEMBER 31, 2024

Status

1. Please print trial balances for all funds as of December 31, 2024. When doing so, **please suppress all zeroes** and say no to page breaks.
2. Please have available in a transmittable format (**PDF**) the detailed general ledger for the year.
3. Please advise if there have been any new accounts opened in FY24 – including bank, investment, and debt/loans
 - a. We will need all new debt agreements, if applicable
4. All cash accounts must be updated, reconciled and agree with the December 31, 2024, trial balances. Please provide **PDFs** of all December 31, 2024, bank statements, as well as any related reconciliations. Please also provide **PDFs** of all January 31, 2025, bank statements.
5. Please provide **copies** of all investment statements as of December 31, 2024. Also, please have all monthly statements for the year under audit and the January 2025 statement available for our review. Please complete a listing of all the Town's investment accounts.
6. Please provide us with copies of any collateralization agreements, if applicable.
7. We will need a copy of the 2024 approved budget for revenue and expenditures. We will also need all approved budget adjustments along with the revised budget, if applicable.
8. Please prepare a property tax reconciliation for the Town. The total delinquent tax receivable should agree with the amounts on delinquent tax report. Please print the delinquent tax report and the year-to-date summary status report from the tax administration module as of December 31, 2024. The reconciliation should begin with delinquent taxes on December 31, 2023, add taxes billed and subtract collections recorded on the trial balance and any abatements or other adjustments. The result should be the amount of delinquent taxes on December 31, 2024.
9. Please provide a list of delinquent taxpayers on December 31, 2024. It should agree to property tax reconciliations. Please indicate any amounts you believe to be uncollectible.
10. Tax reports:
 - a. Please provide a "Tax Book Report"
 - b. Please provide us a copy of form 411
 - c. Please provide "Notice of 2024-2025 State Education Local Share Property Tax Liability" provided by the Department of Taxes.
11. Please provide us with a breakout of the tax rate and a copy of the document approving that tax rate.

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12. Please provide us with a list of any property tax abatements and a copy of the Board minutes where the amounts were abated, if applicable.
13. Please provide us with a copy of the check register for the entire year and from January 1, 2025, through March 31, 2025
14. Please reconcile the due to/from accounts for all funds and print the report from NEMRC that ties out to the trial balances.
15. Please prepare a schedule of all the bonds, notes and other obligations, both long-term and short-term, held by the Town noting the beginning balances, additions and deletions and ending balances. Please make sure the debt additions and deletions agree to the trial balances. Please provide copies of all long-term obligations including amortization schedules. Please specify the amount of interest paid for each note during the year. We will also need copies of all significant leases that the Town is currently involved in.
16. Please prepare a schedule of transfers between funds. This schedule should be reviewed to ensure that all transfers between funds have been properly posted. Please include the purpose of each transfer. Also, prepare a schedule of interfund charges and provide documentation for the amount that was charged.
17. Please provide **PDFs** of the four (4) 941's for the year.
 - a. Please print a "Labor Accounting Report" and "Employee Wage Summary Report",
 - b. Please print the reports by summary**
18. If applicable, please provide **PDFs** of the quarterly statements for each of the groups for the Vermont Municipal Employees' Retirement System. Please provide us with the covered payroll for each plan and the amount paid to VMERS for the Town's share and employees' share for each plan. Please specify the required percentages of contributions by the Town. Please also provide us with a copy of the VMERS Employer GASB 68 report.
19. Please provide copies of any retirement plans other than VMERS the Town has in place on December 31, 2024.
20. Please provide a list of all unemployment claims paid during the year.
21. Prepare a summary, by book or volume, of pages recorded during the year by the Town Clerk.

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TO DO LIST
DECEMBER 31, 2024

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22. Please prepare a list of legal counsel utilized by the Town during the year, along with the appropriate addresses and contact person. Also, note how much was paid to each during fiscal year 2024. Please have all legal invoices available for our review.
23. Please provide us with a list of all pending or threatened litigation and all unasserted possible claims and or assessments. If you do not have a list, you need to contact your attorney to request them to provide you with a list of all pending or threatened litigation and all unasserted possible claims and or assessments.
24. Please review the prior year journal entries to determine if the same will be required for the current year.
25. Please provide us with a report showing all journal entries made during the year. Please have the journal entry binders available for our review.
26. **If there have been any updates**, please provide us with a copy of your accounting policies and procedures manual, documentation of internal controls, conflict of interest policy, fraud policy, fraud risk assessment, personnel policy, code of conduct policy, capitalization policy, investment policy and disaster recovery policy, as applicable.
27. Please have available all significant contracts and agreements.

Single Audit

1. Grant Agreements: Please provide us with copies of grant agreements for each grant the Town received
 - a. For those where the Town expended more than \$750,000, please provide procurement information and any backup
2. Please complete the State of Vermont Single Audit Determination form and provide a copy of it to us.
3. Please prepare a Schedule of Expenditures of Federal Awards that includes the CFDA number, the grant number, the award amount and the current year's expenditures to determine if a Single Audit is necessary.
4. SEFA: Please reconcile the amount of expenditures on the Schedule of Expenditures of Federal Awards to the amount recorded in the Town's general ledger for the year ended December 31, 2024. Please include in the reconciliation expenditures included in the Schedule that were recorded in prior fiscal years. We should be able to trace the amounts on the Schedule of Expenditures of Federal Awards to an account within the General Ledger so please supply us with the account numbers.