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Data quality checklist

If you have questions about your data or this checklist, email us at center@sao.wa.gov

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| Date of Review: |  |
| Unit or department: |  |
| Completed by: |  |
| Key recommendations: |  |

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| **Checklist** | **Number and Description** | **Yes/No** | **Notes** | **Importance/Explanation:** |
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| 1**1. Analysis - Revenues:** Access your revenue report by scrolling down to the "Annual Filing Data," section of your FIT profile. Select the Revenue report, or the left-most report in this section. You can add Internal Service Funds by using the "Report Menu." |
| a | All funds - Do revenue types appear consistent from year to year, either consistent in amounts or consistent with your expectations? Expand each revenue category to show specific types of collections. | NO[ ] [ ] YES |  | Certain types of revenues are generally consistent from year to year (taxes, for example). Other types may vary based on services, like charges for sales. Others may vary because of timing, like grants. Review trends over time - do any trends stand out as unusual based on these factors? NOTE: BARS coding changes and decisions can change the appearance of trends over time. |
| b | All funds - Are Misc. Revenues (369xxxx) generally immaterial to the rest of revenues each year? | NO[ ] YES[ ]  |  | BARS account 3699xxx should only be used for minor, immaterial amounts. If this number is growing or is material to the fund, there may be a more appropriate BARS account for some of the receipts.  |
| C  | Enterprise funds - Are amounts reported as rents (362xxxx) in enterprise funds only for misc. rental activity (not a primary source of revenue for the fund)? | NO[ ] [ ] YES |  | If rental receipts are a primary part of the fund’s operations, a 34xxxxxx account should be used instead. These revenues should typically be coded to a specific account for that activity within 34xxxxxx.  |
| d | Internal service funds - Is BARS account 348xxxx the predominant revenue type in each internal service fund reported? | NO[ ] YES[ ]  |  | BARS account 348xxxx is to be used to record all internal service fund revenues charged to other funds of the government. Further, it’s expected that internal customers are a predominant user of the fund. If other receipts are significant, check to make sure that they shouldn’t be coded 348xxxx. Double check that transfers in (397xxxx), shouldn’t also be a 348xxxx. |
| e | Internal service funds - Does BARS account 362xxxx only report rents from external parties in each internal service fund reported? | [ ] NOYES[ ]  |  | Like 1(d), all revenue received from other funds should be accounted for as 348xxxx into an internal service fund. Many BARS coding errors in this area are due to rents being recorded to 362xxxx instead of 348xxxx. |
| **2. Analysis - Expenditures:** Access your expenditure report by scrolling down to the "Annual Filing Data," section of your FIT profile. Select the Expenditures report to view your expenditure data trend.  |
| a | All funds - Review trends for each functional expenditure account. Do these trends appear consistent with each other, and consistent with your knowledge of the types of services provided by your government? | [ ] NOYES[ ]  |  | Functional accounts, like general government, public safety, etc., generally mirror the types of services a government provides to its citizens. Scan these trends and make sure the types of functions provided match the services offered to citizens.  |
| b | Enterprise Funds - Does each enterprise fund represent a separate enterprise activity? | NO[ ] YES[ ]  |  | Per BARS 3.1, enterprise funds should be reported by activity. For example, a water enterprise and its debt and capital activity is typically represented by a single water fund. If combinations of activities are reported, make sure the government identifies these combinations as a single or related activity. It may be reasonable that a water/sewer fund is reported as a single activity, but a water/cemetery fund would be uncommon. |
| c | Enterprise Funds - Do fund-to-function relationships make sense (for example, are there cemetery expenses in a water utility fund)? | [ ] NOYES[ ]  |  | In most cases, a water fund should contain water functional expenditures, a sewer fund should contain sewer functional expenditures, etc. If you find enterprise funds have multiple functional expenditures, double check to ensure these are properly classified.  |
| **3. Analysis - Expenditure Objects:** While in the expenditure report, use the report menu and select "Expenditures and Other Decreases," from the Report dropdown. Click Apply Changes. Then, select the Report Layout Builder button, then select, "Expenditure Object Report," and select "Done." |
| a | Do salary trends meet expectations and appear consistent in each fund category and fund type? | NO[ ] [ ] YES |  | Salaries are predictable. Do trends in aggregate and by fund make sense over time? |
| b | Does the relationship between salaries and benefits make sense, and appear consistent? | NO[ ] YES[ ]  |  | As salaries increase, so do benefits (in most cases). Are these relationships consistent over the years? If not, this could be a result of benefits being reported with salaries or vice versa. |
| c | Do debt service funds, if applicable, primarily include debt service principal and interest? | NO[ ] YES[ ]  |  | Per BARS 3.1, debt service funds should be used to pay long term debt, and not salaries, benefits, supplies or services. |
| d | Do capital projects funds, if applicable, primarily include capital outlays? | NO[ ] YES[ ]  |  | While other objects are acceptable, it’s most common to see capital outlays as the primary object to account for capital projects. Non-capital outlay objects are typically used when a government acts as the general contractor, rather than paying a third party vendor for construction or purchases. |
| e | Are supply and service expenditures consistent with your knowledge of services provided?  | [ ] YESNO[ ]  |  | You should follow up on any large discrepancies. |
| f | GAAP Only - Are depreciation, capital outlay, and debt service included and consistent with actual reported amounts? Governmental Funds should report capital outlay and debt service amounts. Proprietary Funds should report depreciation, capital outlay, and debt service amounts.  | NO[ ] YES[ ]  |  | It’s a common issue that these amounts are omitted from GAAP Schedule 01. Confirm these are included, as applicable, for each fund. |
| **4. Analysis - Financial Health Indicators:** A summary view of indicators by fund can be found by scrolling down to the "Financial Health Indicator," section of your FIT profile. Click any fund or fund grouping to show individual indicators and the underlying data. The "Data and Formula," tab shows underlying data.  |
| a | Review fund names: Are there any managerial funds reported which should be rolled up? | [ ] NOYES[ ]  |  | Most common types of managerial funds being reported are those in enterprise funds. Managerial funds will often stand out in these reports since they don’t depict an entire operation, revenue stream, and related expenses. |
| b | Are indeterminate funds showing indeterminate only because the fund(s) have been discontinued? (Indeterminate indicators for debt coverage are acceptable.) | [ ] NO[ ] YES |  | A fund may be indeterminate when it has a history of data, but is no longer reported. This could be accurate or it could mean a fund wasn’t reported that should have been. Double check which funds are presented in the current year to make sure. |
| c | For any concerning or cautionary funds, review each indicator: is the underlying data accurate? | [ ] NO[ ] YES |  | Financial health indicators are merely the application of math to your data. We’ve seen indicators show cautionary or concerning when data is incomplete or not reported correctly. If you have questions about your data, contact the SAO. |
| **5. Analysis - GAAP Only:** Governments using GAAP accounting have access to certain analysis reports to assist in comparing Schedule 01 data to the government’s financial statements. Find these by ensuring you are logged into FIT, and selecting "Operating Results Analysis," in the "Annual Filing Data," section of your profile.  |
| a | Governmental - Does Net Changes in Fund Balance tie to the amounts reported on the fund financial statements? | NO[ ] [ ] YES |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |
| b | Governmental - Does Excess (Deficiency) of Revenues Over (Under) Expenditures tie to the amounts reported on the fund financial statements? | [ ] NO[ ] YES |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |
| c | Governmental - Does Net Other Financing Sources (Uses) tie to amounts reported on fund financial statements? | [ ] [ ] NOYES |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |
| d | Enterprise - Does Change in Net Position tie to the amount reported on the fund financial statements? | [ ] YESNO[ ]  |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov.  |
| e | Enterprise - Does Operating Income (Loss) tie to the amounts reported on the fund financial statements? | [ ] NO[ ] YES |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |
| f | Enterprise - Do amounts within Net Contributions and Transfers tie to amounts reported on the fund financial statements? | [ ] NO[ ] YES |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |
| g | Do Net Adjustments include all amounts reported as adjustments on the financial statements, such as prior period adjustments or cumulative effect of changes in accounting principles? | YES[ ] [ ] NO |  | For any questions about how this report displays data, contact the FIT team at center@sao.wa.gov. |

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