

CHECKLIST OF INFORMATION

For each of the Accounts listed below, please submit the following:

- (1) Invoices
- (2) Individual G/L account information.
- (3) Worksheets/schedules reconciling G/L detail to the amount reported.
- (4) Worksheets/schedules explaining any Accruals and Reversals.
- (5) Worksheets/schedules detailing any Schedule 'A-1' adjustments.
- (6) Rebates, Refunds or Credits received FOR CY 2008.
- (7) Rebates, Refunds or Credits received IN CY 2008 or later, for prior years.
- (8) Aged Accounts Payable listing by Vendor and date for each unpaid invoice presented for CY 2008. Also see page 2, Miscellaneous Section.

Note: Additional information on accounts payable may be requested during the review.

BM #	ITEM	Check if Submitted
1451	REAL ESTATE TAX - [Assessed December 31]	
1451A	PERSONAL PROPERTY TAX -Including Property Tax on Leased Equipment [Assessed December 31]	
1451B	FIRE TAX - [Assessed December 31] Tax abatements/refunds relating to appeals, etc.	

For Utility Accounts # 2512, 2513, & 2514, in addition to the items listed above as 1 - 8, please ensure that Interest & Penalties are removed from Report expense, and that the following is submitted.

- From CY 2007, the last bill based on an ACTUAL reading, and each subsequent estimated bill up to CY 2008.
- All bills for CY 2008.
- From CY 2008, each bill up to and including the first bill based on an Actual reading.

	ITEM	Check if Submitted
2512	FUEL	
2513	GAS	
2514	ELECTRICITY	

RE: INSURANCE, in addition to 1 - 8 listed above and items outlined in the table below, please provide the following:

- A worksheet or schedule reconciled to amounts reported on Schedule 'B-1'.
- Detail identifying each insured Vehicle, where applicable.
- For each policy that starts after Jan. 1, a copy of the preceding period coverage that extends into CY 2009.
- For each policy that ends before Dec. 31, a copy of the subsequent period coverage that extends into CY 2009.

	ITEM	Check if Submitted
4442A & 5442	INSURANCE For Each Policy	
	- Insurance Policy and/or Declaration Page that identifies	
	- Type of coverage	
	- Period of Coverage	
	- Premium Amount	
	- Dividends, Credits and/or Premium adjustments	
	- FINAL AUDITS FOR WORKERS' COMP & MMJUA, if applicable.	

