PROPOSED SHEFFIELD LAKE AUDIT POLICIES

Timing	Required deliverable and reporting
By December 1	The Finance Director shall prepare the annual reporting and audit readiness plan, identifying the applicable filing deadline, reporting requirements, financial-statement preparer, reviewer, audit engagement schedule, funding, and department submission dates. Submit the plan to Council by its second regular Council meeting in December, or the final regular meeting if only one is held.
Within 30 calendar days after year-end	The Finance Director, assisted by the Finance Clerk, shall assemble bank statements, reconciliations, outstanding checks, receivables, unpaid invoices, payroll liabilities, debt, leases, and capital-asset records. Identify missing information and unresolved items, with responsible personnel and correction dates. Report progress at the last regular Council meeting in January.
Within 60 calendar days after year-end	The Finance Director shall deliver a reconciled trial balance and substantially complete supporting schedules to the financial-statement preparer. Document remaining issues, responsible personnel, and completion dates. Report progress at the last regular Council meeting in February.
Within 90 calendar days after year-end	The Finance Director shall complete the first full set of financial statements and notes for internal review. This is a working draft, not the statutory filing. Report progress at the last regular Council meeting in March.
Within 120 calendar days after year-end	The Finance Director shall complete substantive review and corrections for the audit and verify that required schedules and disclosures are included. Identify any remaining obstacle to filing. Report progress at the last regular Council meeting in April.
At least 15 calendar days before the applicable statutory deadline	The Finance Director shall submit the complete annual financial report through Hinkle. Provide Council with the submitted report and filing confirmation within two business days of submission. Present the filing status at the last regular Council meeting in May. An approved extension, if needed, shall be handled under the separate extension procedure below.

By July 31	The Finance Director shall submit a written report to the Finance and Audit Committee stating whether principal audit fieldwork has been completed and identifying outstanding document requests, questions, and proposed adjustments. If fieldwork remains incomplete, identify the reason, responsible party, and revised completion date.
By August 31	The Finance Director shall report whether the draft audit report and exit conference have been completed. Identify outstanding factual corrections, management responses, and other steps needed for the independent auditor's final submission.
By September 15	The Finance Director shall target the independent auditor's complete submission to the Auditor of State. The Finance Director shall provide confirmation of submission or a written explanation of the delay, remaining work, responsible party, and revised submission date.
By September 30	The Finance Director shall report the status of State review and public release, the estimated release date, and whether the audit will be available for fall budget deliberations. Continue monthly updates until release.

Standing requirements beneath the timeline.

Resource needs. Every status report shall identify whether overtime, professional services, software, or other resources are needed. Each request shall state the purpose, estimated cost, available appropriation, any additional authorization required, and the latest date action is needed to preserve the schedule. Newly identified needs shall be reported promptly rather than held for the next meeting. Requests do not themselves authorize expenditures.

Missed milestones. Within two business days after a missed milestone—or earlier when a delay becomes foreseeable—the Finance Director shall notify the Mayor, Council President, and Finance and Audit Committee Chair. The notice shall identify the cause, corrective action, responsible personnel, required resources, and revised completion date. A missed milestone that threatens filing or audit completion shall require weekly written progress reports until the risk is resolved.

Meeting dates. Reports to Council and the Committee shall be delivered at least three business days before the relevant meeting. When a meeting precedes a completion deadline, the report shall show progress and anticipated completion, followed by written confirmation within two business days after completion. A canceled meeting shall not postpone a written report or operational deadline.

Extensions. Require early disclosure of any threatened filing delay, a timely application to the Auditor of State when warranted, and immediate delivery of the approval or denial to Council. An approved extension shall require a revised work plan within two business days and an earlier

internal filing target where practicable. Only the Auditor of State can grant the statutory filing extension; its guidance requires requests on or before the current due date.

Auditor commitments and vacancies. Require the administration to seek written agreement on the audit milestones through the applicable engagement process. The July–September dates should be negotiated targets for outside-auditor work; the Finance Director's duty to report status remains mandatory. A Finance Director vacancy shall trigger a lawful continuity arrangement identifying who will perform each responsibility.

Earlier controlling deadlines. Any earlier contractual, grant, State, or federal deadline governs.