

## Mendocino Coast Health Care District

### Audit Preparation: FY 2021, FY 2022

List of needed items from Josh Rettinghouse of Dingus Zarecor & Associates Accounting:

- Trial balances for years ending 6/30/21 and 6/30/22
  - KMC are finishing up collecting all bank activity and will link it to Quickbooks online and Code.
  - Notation on problems KMC is having accessing some bank accounts and the necessity to rebuild form statements from closed accounts
  - Once linked and coded, KMC will give DZA access General Leger and financial reports
- General Ledger for years ended 6/30/21 and 6/30/22
  - KMC will provide timing of notation under Trial Balance
- List of any accounts receivable owed to the district as of 6/30/21 and 6/30/22
  - Per KMC: None
- List of any accounts payable owed by the district as of 6/30/21 and 6/30/22
  - KMC will provide per timing of notation under Trial Balance
- Board Minutes from September 2020 through present
  - These need to be catalogued and missing minutes transcribed and approved
- Bank Statements and Reconciliations 6/30/21 and 6/30/22 (Please provide statements for both June and July of 2021 and 2022.)
  - KMC will provide per timing of notation under Trial Balance
- Confirmations: Please sign and send the related confirmations to your reps for the tax revenue and long term debt.
- Updated Board Bylaws
- Listing of Board Roster
- Any long term contracts entered into since 6/30/2020

Prior Minutes: MCHCD Board Meetings DRAFT				Jade Has
DATE	TYPE	MINUTES	ZOOM	Video
12/9/2021	??	??		
1/12/2023	Special	DRAFT	YES	
2/13/2021	Retreat	NO		
2/25/2021	Regular	NO		y
12/13/2021	Special?	NO	YES	
1/27/2022	Regular	NO		
2/8/2022	Special	NO		
2/24/2022	Regular	NO		
3/16/2022	Regular	NO		y
3/31/2022	Regular	NO		y
5/26/2022	Regular	NO		
6/30/2022	Special	NO		
7/28/2022	Special	NO		
8/28/2022	Special	NO	YES	
9/22/2022	Special	NO	YES	
9/29/2022	Special/ Closed	NO		
11/10/2022	Regular	NO	YES	y