

Texas Water Development Board

Self Reporting Checklist

Name of Debt: \_\_\_\_\_

Outstanding Amount: \_\_\_\_\_

Prepared as of (date): \_\_\_\_\_

FYE (date): \_\_\_\_\_

#	Category	Description	Yes	No	N/A
1	PFIA - Statutory	Management believes it is generally compliant with applicable requirements of Public Funds Investment Act (PFIA) at fiscal year end and during the fiscal year.			
2	PFIA - Best Practice	As a best practice, management reports in the footnotes of its audited financial statements the status of compliance with applicable PFIA requirements.			
3	PFCA - Statutory	Management believes it is generally compliant with applicable requirements of Public Funds Collateral Act (PFCA) at fiscal year end and during the fiscal year.			
4	PFCA - Best Practice	As a best practice, management reports in the footnotes of its audited financial statements the status of compliance with applicable PFCA requirements.			
5	Statutory	Audited financial statements are prepared and issued publicly in a timely manner as required by statute and or contractual requirements.			
6	Best Practice	Unaudited financial statements are prepared at least quarterly for review and approval by management and its oversight board.			
7	Contractual Compliance	Management has a process in place to assure ongoing overall compliance with applicable debt covenants.			
8	Governance	The oversight board charged with governance (e.g., board of directors, city council, etc.) periodically (e.g., annually) evaluates bond covenant compliance.			
9	Covenants	Management discloses compliance status with significant contracts and debt covenants in audited financial statements' footnotes as required by GAAP.			
10	Contractual Compliance	Management has a process in place to assure ongoing compliance with applicable requirements for interest and sinking fund(s).			
11	Contractual Compliance	Management has a process in place to assure ongoing compliance with applicable requirements for reserve fund(s).			
12	Best Practice/ Covenants	At least annually, a full review of insurance coverage occurs (e.g., premium cost, covered assets, loss payees, replacement cost coverage, etc.).			
13	Best Practice/ Covenants	Procedures are in place to assure that issuance of additional debt complies with existing debt covenants.			
14	Best Practice/ Covenants	Budgets are prepared annually prior to the new fiscal year, and significant variations from planned results are evaluated at least quarterly.			
15	Best Practice/ Covenants	Rates and Charges are evaluated at least annually to assure that adequate financial resources are created.			
16	Best Practice/ Covenants	Required Continuing Disclosure Notices are created with a financial advisor and filed timely and appropriately with the MSRB's electronic website EMMA.			
17	Covenants	Accounting practices in place reflect the required Flow of Funds and associated priority of payments defined in loan covenants.			
18	Best Practice/ Covenants	Required administrative filings such as a Water Conservation Plan & a Water Loss Audit are completed in a timely and appropriate manner.			
19	Audits	Management takes prompt action to resolve material weakness audit findings, using a formal corrective action plan to monitor ongoing improvements.			
20	Audits	Management takes prompt action to resolve significant deficiency audit findings, using a formal corrective action plan to monitor ongoing improvements.			
21	Information Technology	Management has robust plans in place to assure appropriate data backup. Plans are tested periodically for effectiveness.			
22	Information Technology	Management has appropriate plans in place to assure business continuity (on-going operations post disaster). Plans are tested periodically for effectiveness.			
23	Information Technology	Management has appropriate plans in place to assure timely and appropriate disaster recovery. Plans are tested periodically for effectiveness.			
24	Information Technology	Management has appropriate plans in place to minimize risk of cybersecurity threats. Plans are tested periodically for effectiveness.			

Interest and Sinking Fund Balance (if applicable)	Amount
Actual Balance as of fiscal year end	
Required Balance as of fiscal year end	
Difference	
Reserve Fund Balance (if applicable)	Amount
Actual Balance as of fiscal year end	
Required Balance as of fiscal year end	
Difference	