

**COMMUNITY COLLEGE** 2017 Audit Programs

June 30, 2017

**ACCRUED PAYROLL AND RELATED ITEMS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Liabilities at the Statement of Net Position date are properly supported. (1)</b>					
<b>B. Liabilities are properly authorized, represent the correct amounts of currently payable items in the proper period and reflect all outstanding obligations. (3,4)</b>					
<b>C. Liabilities are properly recorded, classified and disclosures are adequate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Salaries and Benefits Payable	A,B				
1. Obtain or prepare a schedule of salaries and benefits payable at June 30.					
2. Review for reasonableness.					
3. On a test basis.					
a. Examine contract terms/timesheets for:					
1) Appropriateness of accrual.					
2) Reasonableness of allocation among funds.					
b. Recalculate salaries and benefits.					
B. Compensated Absences	A,B				
1. Review College's policies for earned vacation, sick leave and related FICA/IPERS benefits.					
2. Obtain or prepare a summary of compensated absences at June 30 and foot summary.					
3. Review for reasonableness.					
4. Select items to test validity of calculation:					
a. Trace to supporting data.					
b. Recalculate hourly rate, number of hours earned and unused and extensions.					
c. Determine appropriateness of charges to various funds.					



