

Sample City CITY COMPLIANCE GUIDE

		Non-compliance Noted/FY	FY17				FY18				FY19			
	Category		Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
			<u>Risk:</u>	H	M	L		<u>Risk:</u>	H	M	L		<u>Risk:</u>	H
PAYROLL:														
1. Determine if Forms 941, W-3 or W-2 were filed with the IRS, as appropriate.	3													
2. Determine actual gross salaries have been published as required for all employees in accordance with Chapter 372.13 of the Code of Iowa and an Attorney General’s opinion dated April 12, 1978.	3													
3. If the City has a tax levy for employee benefits, review payments from this account to ensure the levy is used only for benefits for employees whose salary is paid from the General Fund or the Road Use Tax Account in accordance with City Finance Committee rules.	2													
4. Determine, through testing, any increases in wages for the Mayor or City Council Members comply with Chapter 372.13 of the Code of Iowa.	2													
5. Determine if any employees receive a flat dollar allowance for travel, clothing or uniform cleaning. If so, determine if this allowance is included in taxable income on the W-2.	3													
6. Determine if the City provides vehicles or housing for employee use. If so, determine if these qualify as taxable benefits per IRS regulations and, if applicable, were properly reported as taxable income on the employee’s W-2.	3													
7. Determine if the City properly prepared Form 1099 for outside services of \$600 or more and determine workers were properly classified as independent contractors rather than employees.	3													