

MENTAL HEALTH REGION 2017 Audit Programs

June 30, 2017

CASH/INVESTMENTS

| PROCEDURE | OBJ. | DONE BY | W/P REF | N/A | REMARKS |
|---|-------------|--------------------|--------------------|------------|----------------|
| Audit Objectives and Related Assertions: A. Cash balances as stated in the financial statements are on hand, in transit or on deposit with third parties (depositories) in the name of the Region. (1,2) B. All cash of the Region is included in the financial statements/fund balance. (3) C. Depositories are legally acceptable, deposits are adequately insured or adequate collateral has been pledged by depositories for the Region's deposits and separate depository accounts are maintained for each fund for which they are required. (2) D. Cash balances reflect a proper cut-off of receipts and disbursements and are stated at the correct amounts. (4) E. Cash balances are presented properly by fund type and adequate disclosure is made of restricted, pledged or committed funds. (10,11,12,13) Audit Procedures: A. Cash on Hand 1. Determine locations, custodians and amounts of all cash funds and select funds to be counted. (Coordinate with examination of investments on hand in separate audit program section.) 2. For funds selected, count and list all cash and cash items. Obtain custodian signature for return of cash. 3. Reconcile to daily cash book. 4. Determine and document reason for any unusual items such as employee and officials checks. 5. Ascertain reason for checks not deposited immediately. 6. Determine all checks were properly endorsed. 7. Determine frequency of petty cash replenishment. 8. Determine petty cash payments are reasonable and authorized. 9. At June 30: a. Trace cash and checks on hand to subsequent deposit in bank. b. Determine if deposits were made on a timely basis. | A,B,D | | | | |

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| <p>B. Undeposited Receipts</p> <p>1. Determine whether prenumbered receipts were made immediately for all undeposited receipts at the end of the year and subsequent deposit agrees with books and bank.</p> <p>2. Obtain explanations for variances and document findings/conclusions.</p> <p>C. Verify the ending bank balances held by the Fiscal Agent and reconcile to Region records.</p> <p>D. Review 28E agreement to determine whether interest on investments is recorded appropriately.</p> <p>E. Determine if the risk of material misstatement due to fraud or error has changed based on the results of substantive tests performed. If so, perform appropriate procedures.</p> <p>F. Determine whether cash balances are properly classified and disclosures are adequate.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for cash and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent Reviewer _____ Date _____</p> | <p>A,D</p> <p>A,B,C,D</p> <p>E</p> | | | | |