

DISBURSEMENTS/EXPENDITURES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
B. Disbursements					
1. Select disbursements for testing the following items:	A,B,C,D				
a. Disbursement was properly authorized and approved for payment.					
b. Disbursement was charged to the proper fund.					
c. Disbursement was charged to the proper disbursement account.					
d. Disbursement was supported by invoice or contract which was mathematically correct.					
e. Invoice or other documentation was canceled to prevent reuse.					
f. Canceled checks or electronically retained check images are properly endorsed and canceled.					
g. Disbursements for capital assets are included on the capital asset listing, if applicable.					
h. Signatures were authorized per confirmed list from bank.					
i. The disbursement appears to meet the test of public purpose. For those items which are questionable, the RIZ should have adequate documentation as to how the expenditure(s) meet the test of public purpose.					
j. The disbursement is proper under federal laws and regulations, if applicable.					
2. On a test basis, prepare a workpaper for capital projects and other construction contracts to:	A,D				
a. Reconcile original contract to final contract.					
b. Reconcile total payments to-date by scheduling prior year payments, current year payments, payments due and retainage due.					

RIZ 2017 Audit Programs

June 30, 2017

DISBURSEMENTS/EXPENDITURES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>c. Determine projects and contracts were authorized and approved by the governing body.</p> <p>C. Internal Service Funds</p> <p>1. Through analytical procedures or scanning, determine if disbursements appear to be in accordance with the purpose of the fund.</p> <p>2. Determine expenditures from operating funds to Internal Service Funds are correctly charged against the budget.</p> <p>3. For each Internal Service Fund, reconcile total revenues in the Internal Service Fund to contributions or transfers from the operating funds.</p> <p>D. Inquire of management and, when appropriate, those charged with governance, as to the existence of any agreements containing confidentiality clauses.</p> <p>1. Determine if legal counsel agreed to the insertion of the clauses.</p> <p>2. Determine if the agreements were properly approved by the RIZ Board.</p> <p>3. Review the funding source for the payment(s) made under the agreements.</p> <p>E. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p> <p>F. Determine whether disbursements are properly classified and disclosures are adequate.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p>	<p>A,B</p> <p>E</p>				

RIZ 2017 Audit Programs

June 30, 2017

DISBURSEMENTS/EXPENDITURES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<u>CONCLUSION:</u> We have performed procedures sufficient to achieve the audit objectives for disbursements and expenditures and the results of these procedures are adequately documented in the accompanying workpapers. Incharge _____ Date _____ Manager _____ Date _____ Independent Reviewer _____ Date _____					