

CITY 2018 Audit Programs

June 30, 2018 or the \_\_\_\_\_ Month Ended \_\_\_\_\_

**DISBURSEMENTS**

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<b>Procedures:</b>  A. Obtain a schedule of all related party transactions with officials or employees for the fiscal year ended falling in the period covered by the examination and review for compliance with Chapter 362.5 of the Code of Iowa. Include finding(s) for noted conflicts of interest.  B. Scan disbursement journal for unusual disbursements. Investigate accordingly.  C. Scan all cancelled checks/images looking for checks to City personnel, unusual vendors and "cash."  1. Examine non-payroll and payroll checks payable to the City Clerk and other personnel authorized to issue/sign checks. a. Review amount and frequency of checks. b. Determine if checks are appropriate.  2. Select five (5) <b>consecutive</b> checks, including ACH payments, from alternating months (30 checks total) and verify: a. The disbursement is adequately supported. If not supported, inquire as to the purpose of the disbursement. b. The amount and payee on the check match the general ledger posting. c. The disbursement was authorized by the City Council. d. Credit card transactions were approved and properly supported. e. The disbursement was properly classified by function in accordance with the recommended COA. f. The disbursement appears to meet the test of public purpose. For those items which are questionable, the City should have adequate documentation as to how the expenditure(s) meet the test of public purpose.  D. Review all bank statements for erasures/alterations and scan for unusual withdrawals and/or checks. Test ACH and cash withdrawals along with unusual vendor payments and identify the public purpose.  E. If canceled checks are not received, determine whether both the front and back of electronic check images are received as required by Chapter 554D.114(5) of the Code of Iowa.				

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<b>PROCEDURE</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>F. Determine the City applied for and received sales tax refunds on completed projects unless an exemption certificate was issued by the City for the contractor as required by Chapter 423.3(80)(b) of the Code of Iowa.</p> <p>G. Budgets:</p> <ol style="list-style-type: none"> <li>1. Determine the annual budget and amendments, if any, were properly authorized and certified, including whether the notice of public hearing for the original budget and any amendments was properly published in accordance with Chapters 384.16(3) and 384.18(2) of the Code of Iowa. <ol style="list-style-type: none"> <li>a. The notice of public hearing must be posted or published at least 10 days and not more than 20 days prior to the hearing date.</li> <li>b. The tax levy and disbursements adopted should not be greater than the amounts posted/published.</li> </ol> </li> <li>2. Determine whether disbursements by function are within the budget or amended budget.</li> </ol> <p>H. Inquire of management and, when appropriate, those charged with governance, as to the existence of any agreements containing confidentiality clauses.</p> <ol style="list-style-type: none"> <li>1. Determine if legal counsel agreed to insertion of the clauses.</li> <li>2. Determine if agreements were properly approved by the City Council.</li> <li>3. Review the funding source for the payment(s) made under the agreements.</li> </ol> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the AUP engagement objectives for disbursements and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p>				