

**LANDFILL** 2018 Audit Programs

June 30, 2018

**CASH**

<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. 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 Landfill. (1,2)</b> <b>B. All cash of the Landfill is included in the financial statements/fund balance. (3)</b> <b>C. Depositories are legally acceptable, deposits are adequately insured or adequate collateral has been pledged by depositories for the Landfill's deposits and separate depository accounts are maintained for each fund for which they are required. (2)</b> <b>D. Cash balances reflect a proper cut-off of receipts and disbursements and are stated at the correct amounts. (4)</b> <b>E. Cash balances are presented properly by fund type and adequate disclosure is made of restricted, pledged or committed funds. (10,11,12,13)</b> <b>Audit Procedures:</b> <b>A. Cash on Hand</b> <ol style="list-style-type: none"> <li>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.)</li> <li>For funds selected, count and list all cash and cash items. Obtain custodian signature for return of cash.</li> <li>Reconcile to daily cash book.</li> <li>Determine and document reason for any unusual items such as employee and officials checks.</li> <li>Ascertain reason for checks not deposited immediately.</li> <li>Determine all checks were properly endorsed.</li> <li>Determine frequency of petty cash replenishment.</li> <li>Determine petty cash payments are reasonable and authorized.</li> <li>At June 30: <ol style="list-style-type: none"> <li>Trace cash and checks on hand to subsequent deposit in bank.</li> <li>Determine if deposits were made on a timely basis.</li> </ol> </li> </ol>	A,B,D				

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B. Undeposited Receipts					
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.	A,D				
2. Obtain explanations for variances and document findings/conclusions.					
C. Cash In Bank					
1. Confirm ending bank balances and authorized check signers.	A,B,C,D				
2. Determine and document confirmed authorized check signers are current Landfill employees who should sign checks.					
3. If appropriate, request a cut-off bank statement and related paid checks directly from the bank for ____ days following the balance sheet date.					
4. If a cut-off bank statement was not received, obtain bank statement and paid checks for the month immediately following year-end and perform these procedures:	D				
a. Scrutinize bank statement for erasures and prove mathematical accuracy of statement (withdrawals equal opening balance plus deposits minus closing balance).					
b. Ascertain the total of paid checks and debit memos equal total withdrawals per bank statement.					
c. Examine the paid date of each check to ascertain the check was paid by the bank during the period covered by the bank statement.					
d. Ascertain the opening balance equals the closing balance from the previous bank statement.					
5. Obtain or prepare bank reconciliations for bank accounts as of year-end:	A,B,D				
a. If prepared by client, foot bank reconciliation.					
b. Reconcile bank balances with book balances.					
c. Obtain or prepare a list of checks outstanding at June 30. Include check number, amount, and date written.					
d. Verify, on a test basis, listed outstanding checks cleared the bank after June 30.					

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<ul style="list-style-type: none"> <li>e. Examine documentation supporting outstanding checks over \$_____ which did not clear the bank by July 31 and list payee. Ascertain and document subsequent disposition.</li> <li>f. Trace all deposits in transit to subsequent bank statement and document the date deposited per books and per bank.</li> <li>g. Identify, document and determine the propriety of other reconciling items.</li> <li>h. Determine whether the Landfill is writing and holding checks at June 30. If it is, comment accordingly. <ul style="list-style-type: none"> <li>1) Determine whether amount is material.</li> <li>2) Obtain the Landfill's concurrence to adjust or determine if opinion should be modified.</li> </ul> </li> <li>i. Determine unclaimed property per Chapter 556.1(12) of the Code of Iowa has been reported to the State Treasurer annually before November 1 per Chapter 556.11 of the Code of Iowa.</li> </ul>					
<ul style="list-style-type: none"> <li>6. Trace transfers between banks, including money market accounts, for five days on both sides of statement date by: <ul style="list-style-type: none"> <li>a. Preparing a schedule detailing each transfer check, recording the amount, check number, date disbursed per books and per bank, date received (deposited) per books and per bank.</li> <li>b. Reviewing the schedule to determine the receipt (deposit) and disbursement of each transfer are recorded in the proper period.</li> </ul> </li> </ul>	D				
7. Determine a depository resolution including all depositories used by the Landfill has been approved as required by Chapter 12C.2 of the Code of Iowa.					
8. Determine the allowability of any sweep accounts.					
9. Determine if uninsured public funds deposited in a credit union were secured by a letter of credit in an amount at least 110% of the uninsured amount.	C				
10. Determine the Landfill has ensured all public funds deposits with banks have met the requirements of Chapter 12C.22 of the Code of Iowa (Pledging of Public Funds Program).	C				
11. Determine the propriety of any cash pledged as collateral or otherwise restricted.	C				

