

LANDFILL 2018 Audit Programs

June 30, 2018

INTERNAL CONTROL QUESTIONNAIRE

QUESTION	YES	NO	N/A	REMARKS
OBJECTIVE: To obtain sufficient knowledge of the Landfill's internal controls including: Control Environment, Risk Assessment, Information and Communication, Monitoring and Control Activities.				
<u>CONTROL ENVIRONMENT</u>				
1. Does previous experience with the Landfill indicate integrity and competence among the Landfill's officials and personnel?				
2. Has the Landfill created and maintained a culture of honesty and ethical behavior?				
3. Has the Landfill established policies regarding such matters as acceptable business practices, conflicts of interest and codes of conduct?				
4. Has the Landfill established procedures to identify and monitor related party transactions?				
5. Does the Landfill provide adequate training of employees?				
6. Do accounting personnel appear to have sufficient expertise in selecting and applying accounting principles?				
7. Are there regular meetings of the governing body to set policies and objectives and review the Landfill's performance?				
8. Does the Landfill have a mission statement, objectives and goals?				
9. Are management and operating decisions determined at appropriate levels?				
10. Have officials given a high priority to internal controls?				
11. Do officials emphasize meeting the budget and/or other financial and operating goals?				
12. Do appropriate officials take an active role in the financial reporting of the Landfill?				
13. Is the Landfill adequately meeting its financial obligations?				
14. Has the Landfill been responsive to prior recommendations from its auditors?				
15. Is the Landfill willing to adjust the financial statements for misstatements that approach a material amount?				
16. Does the Landfill have a current table of organization?				
17. Is the organizational structure appropriate for the size and complexity of the Landfill?				

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18. Are there formalized policies and procedures for all major operations of the Landfill?				
19. Do Landfill officials stress adherence to such policies and procedures?				
20. Is there a clear assignment of responsibility and delegation of authority to deal with such matters as organizational goals and objectives, operating functions and regulatory requirements?				
21. Are there written job descriptions for each employee delineating specific duties, reporting relationships and constraints?				
22. Does management hold individuals accountable for their internal control responsibilities?				
23. Are vacations mandatory for financial personnel and are duties rotated when employees are on vacation?				
24. Are there regular evaluations of employee job performance?				
25. Does the Landfill have policies and procedures which address employee disciplinary action when necessary?				
<u>RISK ASSESSMENT</u>				
1. Has the Landfill assessed the effect of the following conditions on the Landfill's ability to prepare financial statements that are free from material misstatement:				
a. Changes in the Landfill's operating environment?				
b. New personnel?				
c. Rapid growth?				
d. New technology?				
e. New accounting pronouncements?				
f. Related party transactions?				
g. Potential for fraud?				
2. Does management consult with its auditors on (or make independent assessments of) new accounting issues or pronouncements?				
<u>INFORMATION AND COMMUNICATION</u>				
<u>General</u>				
1. Do accounting and key management personnel understand the duties and control responsibilities applicable to their jobs and that their responsibilities contribute to the Landfill's financial reporting objectives?				

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2. Are employees encouraged to report suspected improprieties to management?				
3. Does management communicate with external parties regarding matters affecting the functioning of internal control work?				
<u>Accounting System</u>				
1. Is a chart of accounts used?				
2. Are the accounting records:				
a. adequate for the Landfill?				
b. kept up to date?				
c. balanced monthly?				
3. Is there an accounting procedures manual?				
4. Are specific duties assigned to individual employees?				
5. Are accounting records maintained on a computer system?				
<u>MONITORING</u>				
1. Is management sufficiently involved in the operations to identify significant variances from expectation?				
2. Does management take appropriate follow-up action for identified problems or weaknesses in internal controls?				
3. Are budgets required for all funds regardless of whether mandated by law?				
4. Is the budget prepared and communicated in sufficient detail to provide a meaningful tool with which to monitor performance?				
5. With respect to service organizations which the Landfill uses to process transactions or which are part of the Landfill's information system:				
a. Is the contract between the Landfill and the service organization non-discretionary (that is, it does not give the service organization discretionary authority to execute transactions without the Landfill's involvement at the time of execution)?				
b. Is the service provided highly standardized and used extensively by many other entities rather than being unique and used by only a few?				
c. Does the Landfill retain responsibility for authorizing transactions?				

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d. Are control policies and procedures applied to the transactions affected by the service organization's activities?				
e. Does the Landfill retain accountability for the transactions (does the Landfill maintain records supporting its assets and transactions involving those assets)?				
f. Does the service organization provide the Landfill with information about custody of assets, recordkeeping for assets and transactions by the organization?				
g. Is any information in the service organization's possession about the Landfill's assets verifiable by the Landfill?				