

CITY 2021 Audit ProgramsJune 30, 2021 **or the twelve month period ended** \_\_\_\_\_**FUND BALANCE**

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<b>Objectives:</b>  A. Funds are established in accordance with the City Finance Committee's recommended chart of accounts.  B. All required funds and fund balances are maintained and accounted for accurately.  C. Transfers between funds are allowable, approved and accounted for.  D. The City's AFR is complete and accurately reflects the City's financial information.				
<b>Procedures:</b>  A. Determine the City is using fund accounting and each fund is properly classified in accordance with the City Finance Committee's recommended Uniform Chart of Accounts (COA).  B. Determine and document the financial information provided to the City Council monthly. Ensure the information provided includes, at a minimum: <ol style="list-style-type: none"> <li>1. A City Clerk's report showing receipts, disbursements, transfers and balances for each fund.</li> <li>2. Comparison of actual disbursements to budget by function.</li> </ol> C. For Enterprise Funds with revenue bonds/notes and deficit balances, determine if there is a net earnings violation and comment if appropriate. <p><b>Note: Net earnings violation occurs when operating receipts are less than the operating disbursements and revenue debt exists.</b></p> D. Determine if deficits exist in other funds and comment, if appropriate.  E. Determine projects are appropriately accounted for in separate capital projects accounts.  F. Examine journal entries and other adjustments made directly to the general ledger. <ol style="list-style-type: none"> <li>1. Select specific journal entries and determine whether: <ol style="list-style-type: none"> <li>a. The journal entries are reasonable and are supported.</li> <li>b. The journal entries are approved by an independent person and there is documented evidence of the approval.</li> </ol> </li> </ol>				

