

CITY 2021 Audit Programs

June 30, 2021 or the twelve month period ended _____

RECEIPTS

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
Objectives: A. Receipts are accounted for accurately and in accordance with the City Finance Committee's recommended Uniform Chart of Accounts (COA). Procedures: A. Verify the City is using the COA to classify receipts in the general ledger. B. Perform a receipt to deposit test for one month (reconciling general ledger receipts to deposits per the bank statement) and consider the possibility of undeposited and/or unrecorded receipts. 1. If records are available, compare the City general ledger reports of cash and checks recorded to deposits slips, cash and checks. 2. Review voided receipts for independent review and propriety. C. Property Tax: 1. Verify electronic deposit of twelve property tax payments during the year. 2. Trace one month's property tax collections to general ledger posting. 3. Total and trace to budget for reasonableness. D. Governmental Revenue: 1. Confirm revenue received from state sources and reconcile amounts per confirmation with the general ledger. E. Enterprise /Ambulance Revenues (Water, Sewer, Electric, Ambulance, etc.): 1. Determine if a monthly and/or year-end list of delinquent accounts is maintained and obtain a copy of the listing. If not available, comment accordingly. 2. Determine if monthly reconciliations of billings, collections and delinquent accounts are prepared. a. If not available, perform analytical procedures to compare amounts billed to amounts collected and deposited. b. If available: 1) Apply procedures to determine the accuracy and completeness of the reconciliation for one month and/or at year-end. 2) Comment accordingly if variances have not been adequately resolved.				

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<p>3. Determine if the City has any users of utilities who pay at a reduced rate or do not pay for the service? (for example, non-profit organizations, businesses set up on City property) Document any exceptions.</p> <p>4. Review City officials' accounts, including the Utility Clerk's account. Trace selected month(s) billing(s) to collection/deposit.</p> <p>F. General:</p> <p>1. Scan ledgers or receipt detail for unusual receipts. Investigate accordingly.</p> <p>2. Scan deposit tickets and evaluate the reasonableness of amounts of currency deposited, considering the types of receipts expected to be received in currency.</p> <p>G. Local Option Sales Tax (LOST):</p> <p>1. Obtain a copy of the local option sales tax ballot</p> <p>2. Review LOST disbursements and transfers to determine if LOST receipts were expended as required by the local ballot provisions.</p> <p>3. Determine if the City is tracking individually the allocated unspent balance in accordance with the local ballot provisions.</p> <p>NOTE: If the City cannot locate the LOST ballot, the City should contact the County Auditor to obtain a copy for testing.</p> <p>H. Determine voter approved levies, as noted on the Adoption of Budget and Certification of City Taxes, were properly authorized in accordance with Chapter 384.12 of the Code of Iowa.</p> <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 receipts and the results of these procedures are adequately documented in the accompanying workpapers.</p>				