

**ENTITY** \_\_\_\_\_ 2022 Audit Programs

June 30, 2022

**PLANNING CONFERENCE**  
**MANAGER**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Manager: \_\_\_\_\_

Incharge: \_\_\_\_\_

Items

Discussion

- A. Last year's items for next year's audit.
- B. Significant findings from audit planning, including discussion/results of brainstorming session\*.
- C. Single Audit requirements, if applicable.
- D. Results of obtaining an understanding of internal controls.
- E. Nonaudit services to be performed and results of evaluation of threats to independence and effectiveness of safeguards\*.
- F. Engagement letter – update for current year, if needed.
- G. Significant audit program modifications.
- H. Risk assessment summary (RAS), including planned audit approach.
- I. Audit time budget:
  - 1. Staff scheduling.
  - 2. Timing of fieldwork.
  - 3. Budget variances.
- J. Review applicable Code Compliance Guide.
- K. Component units and separately maintained records testing.
- L. New auditing or reporting standards.
- M. If the Entity is cash basis, Management's Discussion and Analysis (MD&A) is **not a required part** of the financial statement for entities reporting on a cash basis. Entity management may voluntarily elect to include an MD&A with the financial statements.
- N. Other.

**Copy of planning conference and RAS summary provided to Deputy.**

Deputy \_\_\_\_\_

Date \_\_\_\_\_

\* If not completed at the time of the initial Manager planning conference, document date of subsequent discussion.