

CITY _____

June 30, 2017 or the twelve month period ended _____

RECEIPTS

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<p>Objectives:</p> <p>A. Receipts are accounted for accurately and in accordance with the City Finance Committee's recommended Uniform Chart of Accounts (COA).</p> <p>Procedures:</p> <p>A. Verify the City is using the COA to classify receipts in the general ledger.</p> <p>B. Perform a receipts to deposit test for one month (reconciling deposits per the bank statement to general ledger receipts) and consider the possibility of undeposited receipts.</p> <p>C. Property Tax:</p> <ol style="list-style-type: none"> 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. <p>D. Governmental Revenue:</p> <ol style="list-style-type: none"> 1. Confirm revenue received from state sources and reconcile amounts per confirmation with the general ledger. <p>E. Enterprise /Ambulance Revenues (Water, Sewer, Electric, Ambulance, etc.):</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> a. If not available, perform analytical procedures to compare amounts billed to amounts collected and deposited. b. If available: <ol style="list-style-type: none"> 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. 3. Review City officials' accounts, including the Utility Clerk's account. Trace selected month(s) billing(s) to collection/deposit. <p>F. General:</p> <ol style="list-style-type: none"> 1. Scan ledgers or receipt detail for unusual receipts. Investigate accordingly. 				

RECEIPTS

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