

CITY 2020 Audit Programs

June 30, 2020 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.				

