DISTRICT 2018 Audit Programs

June 30, 2018 **CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Cash on the combined balance sheets is on hand, in transit or on deposit with third parties (depositories) in the name of the District. (1,2)					
B. All cash of the District is included in the combined balance sheet. (3)					
C. Cash balances reflect a proper cut-off of receipts and disbursements, and are stated at the correct amounts. (4)					
D. Cash balances are presented properly by fund type, restricted cash is presented separately by fund type, and related disclosures are adequate. (10,11,12,13)					
Audit Procedures:					
A. Cash on Hand	A,B,C				
1. Determine locations, custodians and amounts of all cash funds and select funds to be counted. (Coordinate with examination of investments on hand, in separate audit program section.)					
2. For funds selected, count and list all cash and cash items. Obtain custodian's signature for return of cash.					
3. Reconcile to established balance.					
4. Determine and document reason for any unusual items such as employee and officials checks.					
5. Ascertain reason for checks not deposited immediately.					
6. Determine all checks were properly endorsed.					
7. Determine frequency of petty cash replenishment.					
8. Determine petty cash payments are reasonable and authorized.					
B. Undeposited Receipts					
1. Determine whether prenumbered receipts were made immediately for all undeposited receipts at the end of the year and the subsequent deposit agrees with books and bank.	A,C				
2. Obtain explanations for variances and document findings/conclusions.					

DISTRICT 2018 Audit Programs

June 30, 2018 **CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
C. Cash In Bank					
1. Confirm ending bank balances and authorized check signers.	A,B,C				
2. Ascertain and document confirmed, authorized check signers are current employees who should sign checks.					
3. If appropriate, request a cut-off bank statement and related paid checks directly from the bank for ____ days following year-end.					
4. If cut-off bank statements were not received, obtain bank statement and paid checks for the month immediately following year-end and perform these procedures:	C				
a. Scrutinize bank statement for erasures and prove mathematical accuracy of statement (withdrawals equal opening balance plus deposits minus closing balance.)					
b. Ascertain the total of paid checks and debit memos equal total withdrawals per bank statements.					
c. Examine the paid date of each check to ascertain the check was paid by the bank during the period covered by the bank statement.					
d. Ascertain the opening balance equals the closing balance from the previous bank statement.					
5. Obtain or prepare bank reconciliations for bank accounts as of year-end.	A,B,C				
a. If prepared by District, foot bank reconciliation.					
b. Reconcile bank balances with book balances.					
c. Obtain or prepare a list of outstanding checks at the end of the period under audit. Include check number, amount and date written for each listed check.					
d. Verify, on a test basis, listed outstanding checks cleared the bank after June 30.					
e. For outstanding checks over $_____ which did not clear the bank by July 31st, examine supporting documentation and list payee. Ascertain and document subsequent disposition.					

DISTRICT 2018 Audit Programs

June 30, 2018 **CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
f. Determine whether District is writing and holding checks at June 30. Comment accordingly.					
1) Determine whether amount is material.					
2) Obtain District's concurrence to adjust or determine if opinion should be modified.					
g. Trace all deposits in transit to subsequent bank statement and document the date deposited per books and per bank.					
h. Identify, document and determine the propriety of other reconciling items.					
6. Trace transfers between banks, including money market accounts, for five days on both sides of statement date:	C				
a. Prepare a schedule detailing each transfer check, recording the amount, check number, date disbursed per books and per bank, date received (deposited) per books and per bank.					
b. Review the schedule to determine the receipt (deposit) and disbursement side of each transfer are recorded in the proper period.					
7. Determine extent of use of electronic fund transfers. Perform procedures as necessary.					
8. Stamped warrants.					
a. Determine stamped warrants were included as program disbursements/expenditures at the time of issuance rather than at the time of redemption.					
D. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
E. Determine whether cash balances are properly classified and related disclosures are adequate.	D				
ALTERNATE/ADDITIONAL PROCEDURES:					

DISTRICT 2018 Audit Programs

June 30, 2018 **CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
CONCLUSION: We have performed procedures sufficient to achieve the audit objectives for cash and the results of these procedures are adequately documented in the accompanying workpapers. Incharge _____ Date _____ Manager _____ Date _____ Independent Reviewer _____ Date _____					