

DISTRICT 2018 Audit Programs

June 30, 2018

**PLANNING CONFERENCE
ENTRANCE**

Date: _____ Time: _____

IN ATTENDANCE:

<u>District</u>		<u>Auditor</u>	
Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Items

Discussion

- A. Scope of Audit**:
 1. Period to be audited.
 2. Basis of accounting.
 3. Objectives of audit.
 4. Engagement letter (if multi-year letter is used, auditor should annually remind management of the terms of the engagement).
 5. Funds to be audited (including component units).
 6. Federal programs.
 7. Additional audit requirements.
 8. Reports to be issued.
 9. The audit will be conducted in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and Government Auditing Standards, issued by the Comptroller General of the United States.
- B. Timing of**:
 1. Fieldwork.
 2. Release of report.
- C. Availability of records.
- D. Working space arrangements, if applicable.
- E. Extent of internal audit/other client assistance.
- F. Status of prior year's audit comments.
- G. Personnel changes.
- H. Accounting problems during the year.
- I. Pending litigation.

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- J. Significant accounting policies.
- K. Extent of computerized books and records.
- L. Inquire of management about the existence of related party/business transactions, including changes from the prior year and the nature of the relationships.
- M. Potential component units, including changes from the prior year and entities for which the District is acting as the fiscal agent.
- N. 28E organizations in which the District is a participant.
- O. If the District acts as fiscal agent for an Early Childhood Iowa Area Board, discuss the procedures required under Chapter 256I of the Code of Iowa.
- P. If the District has extended or received financial guarantees on obligations of other entities without receiving or paying equivalent value for the guarantee, discuss the obligation with District officials (GASB 70).
- Q. Understanding of fee and billing arrangements.
- R. Additional items for audit planning:
 - 1. New capital projects or completion of projects from prior year.
 - 2. New grants or completion of grants from prior year.
 - 3. New or changes in revenue sources (new levy, changed fees, etc.)
 - 4. Debt issuances or refunding/retirement of debt.
 - 5. Significant changes in the District's budget from the prior year and/or significant amendments to the District's current year budget.
 - 6. Others.
- S. GASB 74/75 – Discuss with management that a new valuation is required for implementation of GASB 75, including a restatement of beginning of fiscal year total OPEB liability.

Discuss the requirements effective for fiscal year 2018 with management, including the required actuarial valuation, footnote disclosures and financial statement effects.
- T. GASB 77 – Discuss the impact of the tax abatement disclosures on the financial statements.

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- U. GASB 34 – Inquire as to whether any funds have been identified as discretionary major funds.
- V. Inquire of management and, when appropriate, those charged with governance, about whether the District is in compliance with laws and regulations that may have a material effect on the financial statements.
- W. Inquire of management and, when appropriate, those charged with governance, whether the District is aware of any conditions or events, considered in the aggregate, that may cause substantial doubt about the District's ability to continue as a going concern. SAS 132.
- X. Inquire of management about their understanding of the risk of material misstatement due to fraud and whether they have knowledge of fraud which has occurred.
- Y. Ensure management is aware of their responsibilities under Chapter 11.6(7) of the Code of Iowa to notify the Auditor of State regarding any suspected embezzlement, theft or other significant financial irregularities.
- Z. Inquire of management about the existence of a program for preventing, deterring or detecting fraud. If a program exists, determine if fraud risk factors have been identified.
- AA. Inform management about the auditor's responsibilities to inquire of them and others about fraud risk factors relating to financial reporting and misappropriation of assets throughout the audit in accordance with AU-C 240.
- BB. Inquire of management about the existence of any known limitations on the audit.
- CC. Discuss nonaudit services with those charged with governance or management, including:
 - 1. Independence issues.
 - 2. The nature of the audit and the nonaudit services provided.
- DD. Other discussion items.

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- EE. Discuss the following items with those charged with governance**:
1. Are there any matters warranting particular attention during the audit or areas where additional procedures are requested?
 2. Has there been any significant communications with regulators?
 3. How does the District respond to changes in financial reporting standards and laws/regulations?
 4. What actions have been taken to respond to prior audit comments?
 5. Were there any communications with management regarding the District's processes for identifying and responding to the risks of fraud? If yes, document the specific communications.
 6. How do those charged with governance exercise oversight of management's processes for identifying and responding to the risks of fraud in the District and the internal controls management has established to mitigate these risks?
 7. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Acknowledgement:

_____	_____
Board Member or Audit Committee	Date
_____	_____
Superintendent	Date
_____	_____
Business Manager	Date

** These items are required to be communicated with those charged with governance, in addition to the items communicated in the audit engagement letter. If those charged with governance are not present at the entrance conference, ensure the required communications are discussed at a later date.