

COUNTY 2018 Audit Programs

June 30, 2018

TRIAL BALANCE

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objective and Related Assertion:					
A. Provide a document which links the report or financial statements to supporting workpapers. (12)					
Audit Procedures:					
A. Obtain or prepare working trial balances by fund type, fund, function and objective class as needed. If prepared by auditor, determine that independence will not be impaired.	A				
1. A separate trial balance should be prepared for each fund.					
2. Account classifications should be minimized and consistent with the GASB codification and/or the sample report.					
3. Foot the working trial balances to verify their accuracy, if applicable.					
4. Document the source of the information for the beginning balance amounts.					
B. Record, as necessary, accrual activity and adjusting journal entries.	A				
1. The adjusting journal entries should be consolidated on a separate page, numbered, briefly explained or described and referenced to supporting workpapers.					
2. Obtain and document County concurrence and approval for adjusting journal entries.					
3. Reconcile reversing journal entries with prior year report.					
C. Record reclassifications as necessary.	A				
1. The reclassification entries should be consolidated on a separate page, lettered, briefly explained or described and referenced to supporting workpapers if possible.					
2. Determine amounts due to/from Agency Funds are eliminated and recorded as cash adjustments.					
3. Inform the County of all reclassifications which they should be cognizant of and receive their concurrence.					
D. Reference the amounts to supporting workpapers. (The adjusted trial balance amounts should be referenced to supporting workpapers).	A				
E. Prepare closing entries for each fund.					

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F. Reconcile the County's June 30 GAAP basis annual financial report to revenues, expenditures and fund balances per the trial balances.	A				
G. For each proprietary fund, prepare a cashflow worksheet. The worksheet should reconcile the changes in assets, liabilities and fund equity and the operating statement activity to the cash flows for each fund. Reference the amounts on the cashflow worksheets to supporting workpapers.					
H. Record full accrual entries for the entity-wide statements.	A				
1. The entries should be briefly explained or described and referenced to supporting workpapers. Information should be sufficient to prepare a reconciliation between the fund financial statements and the entity-wide financial statements.					
2. Reconcile reversing journal entries with prior year report.					
3. Review receipt classifications for proper reporting on entity-wide statement.					
4. Allocate Internal Service Funds net profit/loss to the functions that benefited from the services provided.					
5. Eliminate interfund governmental activity including interfund receivables and payables and transfers.					
6. Obtain the County's concurrence for the full accrual journal entries.					
7. Prepare journal entries necessary to restate the beginning of the year to full accrual.					

ALTERNATE/ADDITIONAL PROCEDURES:

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<u>CONCLUSION:</u> We have performed procedures sufficient to achieve the audit objectives for general ledger and the results of these procedures are adequately documented in the accompanying workpapers. Incharge _____ Date _____ Manager _____ Date _____ Independent Reviewer _____ Date _____					