

CITY _____

June 30, 201__ or the __ Months Ended _____

INCHARGE REVIEW QUESTIONNAIRE

QUESTION	YES	NO	N/A
1. Was the scope of the engagement in accordance with the plan?			
2. Have you informed the Manager of all identified problems that resulted in significant modification to the follow-up program and have you obtained the Manager's concurrence with the modifications?			
3. Have you gathered enough evidence to satisfy the follow-up program objectives?			
4. Are you satisfied the evidence gathered does not disclose suspicions of abuse, fraud, violations of statutory, regulatory and contractual provisions or other illegal acts other than those noted in the comments of the report?			
5. Have all applicable items in the follow-up planning, questionnaires and program been completed and workpapers properly indexed and signed or initialed by those doing the work?			
6. Have all significant unusual or unexpected balances or relationships noted during planning or the course of the engagement been adequately documented?			
7. Has the work of all assistants been thoroughly reviewed?			
8. Have review notes been adequately resolved?			
9. Have you discussed all follow-up findings with City officials and prepared draft comments for all findings, including memoranda regarding this communication?			
10. Has the report routing sheet:			
a. Been completed and signed off?			
b. Been completed for the report distribution section, including addresses for non-City report recipients?			
11. Has a list been prepared of all significant pending matters which must be cleared before issuing the report?			
12. Has the Manager been informed of all pending matters?			
13. Have required engagement evaluation reports been completed by the appropriate person(s)?			
14. Are you satisfied all follow-up procedures complied with professional standards and office policies?			
15. Have all electronic workpapers been properly stored on the network?			
<u>COMMENTS</u> (required for "No" answers):			
Incharge _____	Date _____		
Manager _____	Date _____		