

CITY _____

June 30, 201__ or the __ Months Ended _____

DISBURSEMENTS

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<p>Procedures:</p> <ul style="list-style-type: none"> A. Obtain a schedule of all related party transactions with officials or employees and review for compliance with Chapter 362.5 of the Code of Iowa. Include finding(s) for noted conflicts of interest. B. Scan disbursement journal for unusual disbursements. Investigate accordingly. C. Scan all cancelled checks/images looking for checks to City personnel, unusual vendors and "cash." <ul style="list-style-type: none"> 1. Examine checks payable to the City Clerk and other personnel authorized to issue/sign checks. <ul style="list-style-type: none"> a. Review amount and frequency of checks. b. Determine if checks are appropriate. 2. Select five (5) consecutive checks including ACH payments from alternating months (30 checks total) and verify: <ul style="list-style-type: none"> a. The disbursement is adequately supported. b. The amount and payee on the check match the general ledger posting. c. The disbursement was authorized by the City Council. d. Credit card transactions were approved and properly supported. e. The disbursement was properly classified by function in accordance with the recommended COA. f. The disbursement appears to meet the test of public purpose. For those items which are questionable, the City should have adequate documentation as to how the expenditure(s) meet the test of public purpose. D. Review all bank statements for erasures/alterations and scan for unusual withdrawals and/or checks. E. If canceled checks are not received, determine whether both the front and back of electronic check images are received as required by Chapter 554D.114(5) of the Code of Iowa. F. Determine the City applied for and received sales tax refunds on completed projects unless an exemption certificate was issued by the City for the contractor as required by Chapter 423.3(80)(b) of the Code of Iowa. 				

DISBURSEMENTS

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