

This guide is provided in accordance with Chapter 11.6(7) of the Code of Iowa. Use of this guide in your practice requires a proper implementation of professional standards. This guide is not a substitute for an understanding of the applicable professional standards. While this guide has been reviewed internally by CPAs within the Auditor of State's Office and is subject to outside peer review every three years, the guide has not undergone an external Quality Control Material Review or Examination.

2024 Compliance Guides CITY

2024 COMPLIANCE GUIDE SUPPLEMENT

Purpose: To document new or revised compliance items to be tested and/or document testing.

Source: Workpapers as referenced.

Scope: Compliance items tested each year are based on risk assessment.

Conclusion: Compliance selections and/or testing is documented per Compliance Guide and workpapers.

2024 Compliance Guides **CITY COMPLIANCE GUIDE**

In addition to the updated City Compliance Guide, we have made available this 2024 City Compliance Guide Supplement which details all changes made to the prior year City Compliance Guide. This Supplement may be used to update the prior year Compliance Guide in lieu of completing a new guide each year.

	Non-compliance Noted/FY	FY24				FY25				FY26				
		Category	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
			Risk: H M L				Risk: H M L				Risk: H M L			
AUDIT PLANNING														
1.e. (24) Determine, on a test basis, if minutes (on or after April 10, 2024) were delivered, minutes (prior to April 10, 2024) were published or posted (if population is less than 200) within 15 days of the meeting as required by Chapter 372.13(6) of the Code of Iowa and included:	2													
4. (24) If the City’s population is less than 200, determine a City ordinance has been established which designates 3 locations to post minutes.	2													

	Non-compliance Noted/FY	FY24				FY25				FY26				
		Category	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
		<u>Risk: H M L</u>				<u>Risk: H M L</u>				<u>Risk: H M L</u>				
CASH														
5. (24) For cancelled checks retained electronically, determine both the front and back of the check are retained as required by Chapter 554D.114(5) of the Code of Iowa and accessible per the City's retention policy. (This has been recommended to be at least 5 years.)	2													

	Non-compliance Noted/FY	FY24				FY25				FY26				
		Category	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
			Risk: H M L				Risk: H M L				Risk: H M L			
RECEIPTS/REVENUES:														
1.d. (24) Determine real estate owned by a local government which is held for pecuniary profit is properly included as taxable real estate and properly taxed as required by Chapter 427.1(2) of the Code of Iowa.	2													

Category	Non-compliance Noted/FY	FY24				FY25				FY26			
		Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
		<u>Risk:</u> H M L				<u>Risk:</u> H M L				<u>Risk:</u> H M L			
DISBURSEMENTS:													
6.a.1) (24) For public improvements (other than road, bridge and culvert projects) with an estimated total cost in excess of the competitive bid threshold in Chapter 26.3 of the Code of Iowa or as established in Chapter 314.1B of the Code of Iowa (\$196,000 effective 1-1-24).	2												
7.a.2) (24) For contracts for road, bridge or culvert construction work where the engineer’s estimate exceeds the amount established by the bid threshold committee per Chapter 314.1B of the Code of Iowa (Cities with a population of 50,000 or less, \$65,000 effective 1-1-24 and Cities with a population of more than 50,000, \$93,000 effective 1-1-24).	2												

Category	Non-compliance Noted/FY	FY24				FY25				FY26			
		Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
		<u>Risk:</u> H M L				<u>Risk:</u> H M L				<u>Risk:</u> H M L			
DISBURSEMENTS: (Continued)													
4.b. (24) Determine the City received competitive quotes for public improvement projects (other than road, bridge and culvert projects) as required by Chapter 26.14 of the Code of Iowa for projects with estimated costs less than required bid thresholds but greater than threshold committee per Chapter 314.1B of the Code of Iowa. (Cities with a population less than 50,000, \$81,000 effective 1-1-24 and Cities with a population of 50,000 or more, \$109,000 effective 1-1-24.)	2												

Category	Non-compliance Noted/FY	FY24				FY25				FY26			
		Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
		<u>Risk:</u> H M L				<u>Risk:</u> H M L				<u>Risk:</u> H M L			
BUDGETS:													
2.c. (24) Adopted Budget by April 30th.	2												