

**CITY** 2017 Audit Programs

June 30, 2017

**TRIAL BALANCE**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<b>Audit Objective and related assertion:</b>					
<b>A. Provide a document which links the report or financial statements to supporting workpapers. (12)</b>					
<b>Audit Procedures:</b>					
A. 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. Determine amounts due to/from Agency Funds are eliminated and recorded as cash adjustments.					
3. Obtain and document the City's approval of and concurrence for adjusting journal entries.					
4. Reconcile reversing journal entries with prior year report.					
B. Prepare closing entries for each fund, if applicable.	A				
C. Prepare cashflow worksheets for proprietary funds. The worksheets 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.	A				
D. 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. Allocate Internal Service Funds net profit/loss to the functions benefited from the services provided.					
4. Obtain the City's concurrence for the full accrual journal entries.					

