

CITY 2017 Audit Programs

June 30, 2017

**INSURANCE AND SELF INSURANCE**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>NOTE: This section should be used for GAAP cities in place of the "Insurance and Self Insurance" section in the City audit program guide.</p> <p><b>Audit Objectives and related assertions:</b></p> <p><b>A. Claims paid in the period are recorded correctly as to account, amount and period and are disbursed in accordance with the City's policies and procedures for claims settlement. (5,6,7,8)</b></p> <p><b>B. Reserves for claim losses represent a reasonable estimate of the City's liability for claims filed and incurred but not reported (IBNR) claims. (1,2,3,4)</b></p> <p><b>C. Insurance (self-insurance) revenues, transfers, expenditures, assets, liabilities and fund equity (net position) are properly classified and described in the fund financial statements and related disclosures are adequate. (9,10,11,12,13)</b></p> <p><b>Audit Procedures:</b></p> <p>A. Inquire about the City's policies and procedures for administering and financing insurance claims, including whether insurance policies are carried for complete coverage of some or all risks or only for excess liabilities.</p> <p>B. Prepare a workpaper to summarize amount and type of significant coverage. Review coverage to:</p> <ol style="list-style-type: none"> <li>Determine if reasonable and current.</li> <li>Determine significant areas in which risk is retained.</li> </ol> <p>C. If a separate insurance fund has been established, consider analytical procedures, such as comparing claims disbursements/expenditures and other fund transactions (i.e. employee contributions, insurance premiums and administrative fees) to the prior period actual and relate to the number of covered employees (if applicable).</p> <p>D. Review charges by the insurance fund to other funds and determine if they are in accordance with GASB 10 (GASB Codification, Section C50.122-126).</p> <ol style="list-style-type: none"> <li>If a Governmental Fund is used, may use any method to allocate loss expenditures/expenses to other funds of the City. Transactions constituting reimbursements to the Governmental Fund for expenditures/expenses initially made from it properly applicable to another fund should be reported as expenditures or expenses in the reimbursing fund and as reductions of the expenditure/ expense in the Governmental Fund.</li> </ol>					
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<p>2. If an Internal Service Fund is used, may use any basis considered appropriate to charge other funds as long as the total charge is either calculated in accordance with the criteria of GASB Codification, Section C50.110-118 or is based on an actuarial method or historical cost information and adjusted over a reasonable period of time. If the latter method is used (actuarial method or historical cost information method), an additional charge may be made to other funds representing a reasonable provision for expected future catastrophic losses. Charges (billings) should be recognized as revenue by the Internal Service Fund and as expenditures/expenses by the other funds.</p> <p>3. For either the General Fund, a Special Revenue Fund or an Internal Service Fund, billings in excess of the accrual should be accounted for as transfers.</p> <p>E. Review estimates of losses from claims with a responsible official and determine if the estimate is properly recorded as an expenditure/expense and liability. Estimates should include:</p> <p>1. Reported claims meeting the criteria of GASB Codification, Section C50.110-118.</p> <p>2. Incurred but not reported (IBNR) claims meeting the criteria of GASB Codification, Section C50.113-114. Determine the basis used to estimate IBNR claims is reasonable.</p> <p>3. If the City participates in a public entity risk pool and is subject to a supplemental premium assessment, an accrual should be made if the likelihood of such assessment meets the criteria of GASB Codification, Section C50.132.</p> <p>4. If the City participates in a public entity risk pool but is not subject to a supplemental premium assessment, review economic viability of pool with a responsible official and determine if a liability should be recorded based on certain conditions.</p> <p>5. If the City participates in a public entity risk pool, inquire of a responsible official about the City's plans for continuing its participation in the pool. If the City has plans to terminate its membership, determine if additional liabilities should be recorded based on terms of the agreement to participate.</p>	B				

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F. If the City has a self-funded health insurance plan, including self-funded deductibles:	B				
1. Obtain a copy of the actuarial report required by Chapter 509A.15 of the Code of Iowa.					
2. Examine the report to determine the reasonableness of reserves. Determine if an additional liability should be recorded in the City's financial statements.					
G. If an outside administrator or service company is used:	A,B				
1. Obtain a copy of the annual report on the status of the program.					
2. Review report for estimates of liabilities for claims filed and IBNR claims.					
3. Compare report with prior periods and discuss any unusual variances with a responsible official.					
4. Compare amounts in report with recorded estimated liabilities.					
H. Determine the the adequacy of financial statement presentation and disclosures.	C				
1. Financial statement presentation considerations should include:					
a. If a single fund is used to record risk financing activities, it should be either the General Fund, a Special Revenue Fund or an Internal Service Fund.					
b. Loss liabilities for governmental and Special Revenue Funds should be recognized using the modified accrual basis of accounting (i.e. current portion recorded as an expenditure and fund liability and long-term portion recorded in the entity-wide financial statements).					
c. Loss liabilities for an Internal Service Fund (or other proprietary funds) should be recorded as a fund liability of the Internal Service Fund (or other proprietary funds).					
d. For Internal Service Funds, any net position arising from an optional additional charge for catastrophic losses should be reported as designated.					

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<ul style="list-style-type: none"> <li>e. If the City participates in a public entity risk pool in which there is no transfer of risk to the pool or pool participants, contributions to the pool should be reported as either deposits (if not expected to pay claims) or as reductions of claims liability (if used to pay claims) in accordance with GASB 10 (GASB Codification, Section C50.135) and Statement of Position (SOP) 98-7.</li> <li>f. If the City made contributions to a public entity risk pool with transfer or pooling of risk: <ul style="list-style-type: none"> <li>1) Determine contributions are recorded as deposits if a return of those contributions is probable.</li> <li>2) If not probable, determine contributions are recorded as prepaid insurance to be allocated as expenditures/expenses over future periods <u>or</u> alternatively, in governmental funds, as expenditures in the period made.</li> </ul> </li> </ul> <p>2. Disclosures should include:</p> <ul style="list-style-type: none"> <li>a. Description of risks of loss the City is exposed to and ways in which those risks are handled (i.e., purchase of commercial insurance, participation in a public entity risk pool or risk retention). Describe significant reductions, if any, in insurance coverage from the previous year by major category of risk and any settlements in excess of insurance coverage in any of the prior three fiscal years.</li> <li>b. If the City participates in a public entity risk pool, describe the nature of participation and rights and responsibilities of the entity and the pool.</li> <li>c. If the City retains some risk of loss, include the additional disclosures required by GASB 10 (GASB Codification, Section C50.144(d)).</li> <li>d. For Internal Service Funds, also disclose: <ul style="list-style-type: none"> <li>1) deficit fund balance.</li> <li>2) net position resulting from optional charges for catastrophic losses.</li> </ul> </li> </ul> <p>I. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p>					

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<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>                          <u>CONCLUSION:</u>             <p>We have performed procedures sufficient to achieve the audit objectives for insurance and self-insurance and the results of these procedures are adequately documented in the accompanying workpapers.</p>             <div style="display: flex; justify-content: space-between;"> <span>Incharge _____</span> <span>Date _____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Manager _____</span> <span>Date _____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Independent Reviewer _____</span> <span>Date _____</span> </div>					