

COMMUNITY COLLEGE 2018 Audit Programs

June 30, 2018

ACCRUED PAYROLL AND RELATED ITEMS

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Liabilities at the Statement of Net Position date are properly supported. (1)					
B. Liabilities are properly authorized, represent the correct amounts of currently payable items in the proper period and reflect all outstanding obligations. (3,4)					
C. Liabilities are properly recorded, classified and disclosures are adequate. (10,11,12,13)					
Audit Procedures:					
A. Salaries and Benefits Payable	A,B				
1. Obtain or prepare a schedule of salaries and benefits payable at June 30.					
2. Review for reasonableness.					
3. On a test basis.					
a. Examine contract terms/timesheets for:					
1) Appropriateness of accrual.					
2) Reasonableness of allocation among funds.					
b. Recalculate salaries and benefits.					
B. Compensated Absences	A,B				
1. Review College's policies for earned vacation, sick leave and related FICA/IPERS benefits.					
2. Obtain or prepare a summary of compensated absences at June 30 and foot summary.					
3. Review for reasonableness.					
4. Select items to test validity of calculation:					
a. Trace to supporting data.					
b. Recalculate hourly rate, number of hours earned and unused and extensions.					
c. Determine appropriateness of charges to various funds.					

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