

COMMUNITY COLLEGE 2018 Audit Programs

June 30, 2018

CASH

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions: A. Cash in the Statement of Net Position is on hand, in transit or on deposit with third parties (depositories) in the name of the College. (1,2) B. All cash of the College is included in the Statement of Net Position. (3) C. Depositories are legally acceptable, deposits are adequately insured or adequate collateral has been pledged by the depositories for the College's deposits and separate depository accounts are maintained for each fund for which required. D. Cash balances reflect a proper cut-off of receipts and disbursements and are stated at the correct amounts. (4) E. Cash balances are presented properly by fund type, restricted cash is presented separately by fund type and related disclosures are adequate. (10,11,12,13) Audit Procedures: A. Cash on Hand 1. Determine location, custodian and amount of all cash funds and select funds to be counted. (Coordinate with examination of investments on hand.) 2. For funds selected, count and list all cash and cash items. Obtain Custodian's signature for return of cash. 3. Reconcile total with established balance. 4. Determine and document reason for any unusual items, such as employee and officials checks. 5. Ascertain reason for checks not deposited immediately. 6. Determine all checks were properly endorsed. 7. Determine frequency of petty cash replenishment. 8. Determine petty cash payments are reasonable. B. Undeposited Receipts 1. Determine whether prenumbered receipts were prepared immediately for all undeposited receipts at the end of the year and subsequent deposit agrees with books and bank.					
	A,B,D				
	A,D				

COMMUNITY COLLEGE 2018 Audit Programs

June 30, 2018

CASH

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
2. Obtain explanations for variances and document findings/conclusions.					
C. Cash in Bank					
1. Confirm ending bank balances and authorized check signers.	A,B,D				
2. Ascertain and document confirmed, authorized check signers are current employees who should sign checks.					
3. If appropriate, request a cut-off bank statement and related paid checks directly from the bank for ___ days following the balance sheet date.					
4. If cut-off bank statements were not received, obtain bank statement and paid checks for the month immediately following year-end and perform these procedures:	D				
a. Scrutinize bank statement for erasures and prove mathematical accuracy of statement (withdrawals equal opening balance plus deposits minus closing balance.)					
b. Ascertain total paid checks and debit memos equal withdrawals per bank statement.					
c. Examine the paid date of each check to ascertain the check was paid by the bank during the period covered by the bank statement.					
d. Ascertain the opening balance equals the closing balance from the previous bank statement.					
5. Obtain or prepare bank reconciliations for bank accounts as of year-end.	A,B,D				
a. Test mathematical accuracy of the bank reconciliation.					
b. Compare bank balance amount to bank statement and book balance to books.					
c. Verify, on a test basis, listed outstanding checks cleared the bank after June 30.					
d. For outstanding checks over \$_____ which did not clear the bank by July 31, examine supporting documentation and list payee. Ascertain and document subsequent disposition.					

COMMUNITY COLLEGE 2018 Audit Programs

June 30, 2018

CASH

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<ul style="list-style-type: none"> e. If checks are outstanding greater than three years, ensure their disposition complies with Chapter 556 of the Code of Iowa. f. Determine whether College is writing and holding checks at June 30. Comment accordingly. <ul style="list-style-type: none"> 1) Determine whether amount is material. 2) Obtain College's concurrence to adjust or determine if opinion should be modified. g. Trace all deposits in transit to subsequent bank statement and document the date deposited per books and per bank. h. Determine and document the propriety of other reconciling items. i. For canceled checks retained electronically, determine both the front and back of the check is retained in accordance with Chapter 554D.114(5) of the Code of Iowa. 					
6. Trace transfers between banks, including money market accounts, for five days on both sides of statement date by: <ul style="list-style-type: none"> a. Preparing a schedule detailing each transfer check, recording the amount, check number, date disbursed per books and per bank, date received (deposited) per books and per bank. b. Review the schedule to determine the receipt (deposit) and disbursement side of each transfer are recorded in the proper period. 	D				
7. Determine a depository resolution including all depositories used by the College has been approved as required by Chapter 12C.2 of the Code of Iowa.	C				
8. Determine the allowability of any sweep accounts.					
9. Determine if uninsured public funds deposited in a credit union were secured by a letter of credit in an amount at least 110% of the uninsured amount.					
10. Determine the College has ensured all public funds deposits with banks have met the requirements of Chapter 12C.22 of the Code of Iowa (Pledging of Public Funds Program).					

