

**COMMUNITY COLLEGE** 2018 Audit Programs

June 30, 2018

**28E ENTITIES WITH GROSS RECEIPTS  
OVER \$100,000**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p><b>Audit Objectives:</b></p> <p><b>A. To provide for the examination of financial condition and transactions of 28E organizations accounted for by the College in accordance with Chapter 11.6 of the Code of Iowa.</b></p> <p><b>Audit Procedures:</b></p> <p>A. Identify any 28E organizations the College performs receipt and disbursement functions for which had gross receipts in excess of \$100,000 during the fiscal year.</p> <p>B. Discuss with a responsible official of the 28E's governing body the Code requirement for an audit and determine whether the governing body wants the audit conducted at the same time as the College's audit:</p> <ol style="list-style-type: none"> <li>1. Document name of responsible official and discussion.</li> <li>2. Obtain the organization's concurrence to conduct the audit. Ask for the concurrence in writing. Governing body action may be required.</li> <li>3. Discuss billing arrangements.</li> </ol> <p>C. If 28E organization concurs to an audit, perform the following:</p> <ol style="list-style-type: none"> <li>1. Review and document the organization's internal control.</li> <li>2. Minutes <ol style="list-style-type: none"> <li>a. Review minutes and document significant action including subsequent events.</li> <li>b. Determine and document whether minutes were properly signed.</li> <li>c. Determine, on a test basis, if meetings were preceded by proper public notice in accordance with Chapter 21.4 of the Code of Iowa.</li> <li>d. Determine the minutes show information sufficient to indicate the vote of each member present as required by Chapter 21.3 of the Code of Iowa.</li> </ol> </li> </ol>	A				

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<p>e. Determine if minutes document the governing body followed proper proceedings for any closed sessions. (Chapter 21.5 of the Code of Iowa).</p> <p>1) The session was closed by affirmative roll call vote of at least two-thirds of the members.</p> <p>2) The specific exemption under Chapter 21.5 of the Code of Iowa was identified and documented.</p> <p>3) Final action was taken in open session.</p> <p>f. Determine on a test basis, if the 28E Organization furnished a summary of the proceedings to be submitted for publication to the newspaper within 20 days following the adjournment of the meeting in accordance with Chapter 28E.6(3) of the Code of Iowa and included:</p> <p>Note: Publication is not required, if in the prior fiscal year the 28E entity had a cash balance of less than \$100,000 AND total expenditures were less than \$100,000; however, the entity shall file, in an electronic format, the information below with the office of the county recorder.</p> <p>1) A schedule of bills allowed.</p> <p>2) A list of all salaries paid for services but persons regularly employed by the organization shall only be published annually.</p> <p>3. Review and test receipts, disbursements, payroll and any other significant transaction cycles as considered necessary. If payroll is not processed with the College's payroll system, review payroll withholdings and quarterly reports.</p> <p>4. Prepare a separate statement of changes in assets and liabilities for inclusion in the College's audit report.</p> <p>D. 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>	A				

