

## PAYROLL

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**MENTAL HEALTH REGION** 2018 Audit Programs

June 30, 2018

**PAYROLL**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>G. Determine if any employees receive a flat dollar allowance for travel, clothing or uniform cleaning. If so, determine if this allowance is included in taxable income on the W-2.</p> <p>H. Determine if Forms 1099 were issued for outside services of \$600 or more.</p> <p><u>Note:</u> If 1099 forms were issued, ensure workers should not be reclassified as employees.</p> <p>I. Vehicle Usage</p> <ol style="list-style-type: none"> <li>1. Determine if the Region provides vehicles for employee use.</li> <li>2. Obtain a copy of the Region's policy regarding vehicle usage. Identify specifics for: <ol style="list-style-type: none"> <li>a. Incidental personal use.</li> <li>b. Commuting.</li> <li>c. Assignment of vehicles.</li> <li>d. Documentation required.</li> <li>e. Restricted vehicle uses.</li> <li>f. Reimbursement by employees for personal use.</li> <li>g. Additional compensation for employees.</li> <li>h. Public purpose served.</li> <li>i. Other.</li> </ol> </li> <li>3. Determine if the Region's procedures are adequate and reasonable to comply with: <ol style="list-style-type: none"> <li>a. Recordkeeping requirements.</li> <li>b. Taxation requirements.</li> <li>c. Public purpose requirements.</li> </ol> </li> </ol> <p>J. 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> <p>K. Determine whether payroll is properly classified and disclosures are adequate.</p>	A				
	C				

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