

RIZ 2018 Audit Programs

June 30, 2018

RECEIPTS/REVENUES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Only revenues available and measurable in this fiscal year have been recorded and are valid. (5,8)					
B. All revenues available and measurable in this fiscal year have been recorded. (6,8)					
C. Revenues have been properly billed or charged and have been recorded at the correct amounts. (7)					
D. Revenues are properly classified, as applicable, in the entity-wide financial statements and/or fund financial statements and related disclosures are adequate. (9,10,11,12,13)					
Audit Procedures:					
A. Property Tax					
1. Confirm total tax receipts by levy directly with the County Treasurer.	A,B,C				
2. Trace distribution to ledger to determine if properly posted.	D				
3. Reconcile any differences.					
4. Determine police and fire retirement, employee benefits or other special tax levy collections were properly recorded in a Special Revenue Fund.					
B. Revenue From Other Governmental Sources					
1. Confirm revenue received from federal, state and county sources and reconcile amounts per confirmation with the general ledger:	A,B,C				
a. Hotel/motel tax.					
b. Road use tax.					
c. Community development block grant.					
d. Local option sales tax.					
e. List grants and others – confirm all material amounts.					
1) _____					
2) _____					
3) _____					
4) _____					

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PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
2. Trace amounts per confirmation to deposit and determine if timely.	B,C				
3. Determine such funds were recorded in the proper fund and were being used for authorized purposes.	D				
C. Sale of Bonds/Notes	C				
1. Review authorization for issuance.					
2. Determine bonds sold were properly recorded and trace proceeds to cash receipts record and bank statement.	A,B,C				
D. General					
1. On a test basis, foot and crossfoot the cash receipts journal and trace total to Clerk's report.	A,B,C				
2. Scan ledgers or receipts detail for unusual receipts. Investigate accordingly.					
3. Determine if additional testing is required and, if so, select receipts for testing and perform the following:	A,B,C,D				
a. Determine receipt number, from whom received, purpose and amount.					
b. Trace posting to cash receipts journal.					
c. Determine if account classification is correct.					
d. Vouch to supporting documentation, if available.					
e. Trace to validated deposit ticket.					
f. Determine if deposit is made intact on a timely basis.					
g. Determine receipts from the sale of licenses, permits or other fees were charged at the proper rate.					
E. Scan deposit tickets and evaluate reasonableness of amounts of currency deposited, considering the types of revenues expected to be received in currency.	B				
F. 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.					

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RECEIPTS/REVENUES

[illegible]