

ENTITY 2020 Audit Programs

June 30, 2020

CITY - RECEIPTS/REVENUES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Only receipts/revenues available and measurable in this fiscal year have been recorded and are valid. (5,8)					
B. All receipts/revenues available and measurable in this fiscal year have been recorded. (6,8)					
C. Receipts/revenues have been properly billed or charged in accordance with legal requirements and have been recorded at the correct amounts. (7)					
D. Receipts/revenues are properly classified in the entity-wide financial statements and/or the fund financial statements and related disclosures are adequate. (9,10,11,12,13)					
Audit Procedures:					
A. Property Tax					
1. Perform analytical procedures to compare actual property tax receipts to the amounts budgeted. Reconcile any differences.	A,B,C				
2. Determine property tax receipts are properly posted. Police and fire retirement, employee benefits or other special tax levy collections should be recorded in Special Revenue Funds.					
B. Special Assessments, if material, complete the following steps:					
1. Confirm total special assessment receipts by project directly with the County Treasurer and reconcile to the general ledger.	A,B,C				
2. Trace distribution to ledger to determine if properly posted.	D				
3. Reconcile any differences.					
4. Review authorization for each special assessment project which began in the current year.					
C. Enterprise Revenues (Water, Electric, Etc.)					
1. Compare current year receipts with prior years and investigate any material variances from expectations. Document findings.	A,B,C,D				
2. Receipt Testing, if determined necessary, complete the following steps for a selection of receipts:					
a. Where charges are based on variable quantities or volume of usage, test records of usage such as meter reader reports.	B				

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b. Test computation of billings.	C				
c. Trace collection to cash receipts journal and trace to validated deposit ticket. If collections cannot be traced to deposit, consider additional procedures.	A,B				
3. Determine if monthly reconciliations of billings and collections are prepared.	A,B,C				
a. If not available, comment accordingly.					
b. If available:					
1) Apply procedures to determine accuracy and completeness of the reconciliation for one month and/or at year-end.					
2) Comment accordingly if variances have not been adequately resolved.					
c. If not available, perform reconciliation procedures for one month and/or at year-end.	B				
d. For one month, reconcile total collections to posting in receipt journal and to deposits.					
4. Determine if a monthly and/or year-end list of delinquent accounts is maintained and obtain a copy of the listing.					
a. If not available, comment accordingly.					
b. If available, apply procedures to determine accuracy and completeness of listing for one month and/or at year-end.					
c. Review listing for large balances and document collection procedures performed by the City.					
5. Determine if delinquent accounts are for City officials, employees or their businesses and document in the workpapers for exit conference discussion. Confidentiality requirements prohibit report disclosures.					
6. Obtain a copy of established procedures for assessing penalties, instituting shut-offs, etc. on delinquent accounts and ascertain if these procedures have been followed. Include a copy in the permanent file.					
7. Ascertain authorizations and procedures for write-offs of uncollectible accounts and test any write-offs which have been made during the period under audit.					

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<p>8. Ascertain if a separate file of accounts written-off is maintained and, if so, is it periodically reviewed to determine if these accounts subsequently become collectible.</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> <p>E. Determine whether receipts/revenues are properly classified and disclosures are adequate.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for receipts/revenues and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent Reviewer _____ Date _____</p>	D				