

ENTITY 2020 Audit Programs

June 30, 2020

TRIAL BALANCE

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objective and Related Assertion:					
A. Provide a document which links the report or financial statements to supporting workpapers. (12)					
Audit Procedures:					
A. Obtain or prepare working trial balances by fund type, fund, function and objective class as needed. If prepared by auditor, determine that independence will not be impaired.	A				
1. A separate trial balance should be prepared for each fund.					
2. Account classifications should be minimized and consistent with the GASB codification and/or the sample report.					
3. Foot the working trial balances to verify their accuracy, if applicable.					
4. Document the source of the information for the beginning balance amounts.					
5. If the Entity is a Mental Health Region , obtain trial balances for the fiscal agent and each member County which summarize revenues, expenditures, distributions between fiscal agent and member Counties and balances for each fund.					
a. Review payment/distributions to and from member Counties and the fiscal agent and determine amounts are confirmed/supported by each member County's information.					
b. Obtain draft audit report exhibits and footnote schedules for each member County's Mental Health Fund and reconcile to the fiscal agent trial balance.					
B. Record, as necessary, accrual activity, adjusting journal entries and reclassification entries.	A				
1. The adjusting journal entries and reclassification entries should be consolidated on separate pages, numbered, briefly explained or described and referenced to supporting workpapers.					
2. Obtain and document Entity concurrence and approval for adjusting journal entries and reclassification entries.					

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3. Reconcile reversing journal entries with prior year report.					
4. Determine amounts due to/from Agency Funds are eliminated and recorded as cash adjustments.					
C. Prepare closing entries for each fund.	A				
D. Reference the trial balance amounts to supporting workpapers where detailed tests of receipts/revenues and disbursements/expenditures/expenses are performed and to the Entity's records for fund balances.	A				
E. Reconcile the Entity's June 30 annual financial report/Certified Annual Report (CAR applicable to Community School Districts and Area Education Agencies) to revenues, expenditures and fund balances per the trial balances. Reconcile the year-end financial statements to the audit report, resolve any differences and document entity adjustments.	A				
F. For each proprietary fund, prepare a cashflow worksheet. The worksheet should reconcile the changes in assets, liabilities and fund equity and the operating statement activity to the cash flows for each fund. Reference the amounts on the cashflow worksheets to supporting workpapers.					
G. Record full accrual entries for the entity-wide statements.	A				
1. The entries should be briefly explained or described and referenced to supporting workpapers. Information should be sufficient to prepare a reconciliation between the fund financial statements and the entity-wide financial statements.					
2. Reconcile reversing journal entries with prior year report.					
3. Review receipt/revenue classifications for proper reporting on entity-wide statement of activities.					
4. Allocate Internal Service Funds net profit/loss to the functions that benefited from the services provided.					
5. Eliminate interfund governmental activity including interfund receivables and payables and transfers.					
6. Obtain the Entity's concurrence for the full accrual journal entries.					
7. Prepare journal entries necessary to restate the beginning of the year to full accrual.					

