

ENTITY 2023 Audit Programs

June 30, 2023

COUNTY – COUNTY RECORDER

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<p>Audit Objective:</p> <p>Custodial fund assets and liabilities, and related increases and decreases, are properly recorded and reported.</p> <p>ENTRANCE CONFERENCE</p> <ol style="list-style-type: none"> 1. Items discussed: <ol style="list-style-type: none"> a. Any accounting problems during year. b. Any personnel changes. c. Arrangements for client assistance. d. Any other items. 2. Review internal control documentation and update key duties workpaper. 3. Review and document status of prior year comments and recommendations. <p>ENTITY CONTACT INFORMATION</p> <p>Name/Title: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>A. Office Receipts and Disbursements – For all cashbooks or ledgers maintained, perform the following procedures:</p> <ol style="list-style-type: none"> 1. Obtain a summary of office receipts and disbursements. 2. Trace County share of disbursements to Treasurer's year-to-date miscellaneous receipts total(s). <p>B. Office Liabilities</p> <ol style="list-style-type: none"> 1. Obtain a trust account schedule to determine amounts due to County funds, state, cities or others. 2. Trace material amounts due to County funds, state, cities or others to subsequent disposition and document procedures performed. <p>C. Cash in Bank</p> <ol style="list-style-type: none"> 1. Obtain bank reconciliations for all bank accounts as of year-end: <ol style="list-style-type: none"> a. Foot bank reconciliation. b. Reconcile bank balances with cashbook balance. 				

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<p>c. Obtain list of checks outstanding at the end of the period under audit, including check number, amount and date written. On a test basis examine checks paid from July 1 through the date of our fieldwork and document date cleared for test items.</p> <p>d. Trace material deposits in transit to subsequent bank statement and document the date deposited per books and per bank.</p> <p>D. Completion</p> <p>1. Conduct an exit conference with the County Recorder and discuss the following:</p> <p>a. Report findings.</p> <p>b. Non-report findings.</p> <p>c. Obtain written representations signed by the County Recorder.</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 the Recorder's Office and the results of these procedures are adequately documented in the accompanying workpapers.</p>				