

**This guide is provided in accordance with Chapter 11.6(7) of the Code of Iowa. Use of this guide in your practice requires a proper implementation of professional standards. This guide is not a substitute for an understanding of the applicable professional standards. While this guide has been reviewed internally by CPAs within the Auditor of State's Office and is subject to outside peer review every three years, the guide has not undergone an external Quality Control Material Review or Examination.**

## 2023 Compliance Guides

### CSD COMPLIANCE GUIDE

Purpose: To select compliance items to be tested and/or document testing.

Source: Workpapers as referenced.

Scope: Compliance items tested each year are based on risk assessment.

Conclusion: Compliance selections and/or testing is documented per Compliance Guide and workpapers.

	FY23	FY24	FY25
Incharge			
Manager			
Independent Reviewer			

2023 Compliance Guides **CSD COMPLIANCE GUIDE****Code Compliance Risk Assessment**

	<b>FY23</b>		<b>FY24</b>		<b>FY25</b>				
<b>Compliance Area</b>	<b>Risk Factors **</b>	<b>Risk of Non-Compliance *</b>	<b>Risk Factors **</b>	<b>Risk of Non-Compliance*</b>	<b>Risk Factors **</b>	<b>Risk of Non-Compliance*</b>			
Audit Planning									
Cash									
Investments									
Capital Assets									
Current Liabilities									
Long-Term Liabilities/Debt									
Fund Balance/Net Position									
Receipts/Revenue									
Disbursements									
Payroll									
Transfers									
Budgets									
Insurance and Self-Insurance									
Miscellaneous									
<b>** Compliance Risk Factors:</b> (Include the applicable risk factor number above.)									
1.	Relatively simple compliance issues.		10.	New or amended compliance requirement.					
2.	Personnel responsible for compliance are competent and experienced.		11.	New or poorly trained personnel.					
3.	No comments regarding non-compliance noted in the prior year.		12.	Complexity of compliance issues likely to result in non-compliance.					
4.			13.	Report comment regarding non-compliance noted in the prior year.					
5.			14.	Non-report comment regarding non-compliance noted in the prior year.					
6.			15.						
7.			16.						
8.			17.						
9.			18.						
<b>* Risk of Non-Compliance:</b>									
H	High								
M	Moderate								
L	Low								

2023 Compliance Guides **CSD COMPLIANCE GUIDE****Code Compliance Risk Assessment**

This compliance guide was developed to implement a risk-based approach to testing compliance requirements. In implementing a risk-based approach, compliance requirements will be selected to test based on the compliance risk assessment. To document the auditor's consideration of risk, a code compliance risk assessment form has been included in this guide.

Each compliance requirement in this guide has been placed into one of four categories. The categories are based on significance of the compliance requirements. The table below provides a description of each category.

<b>Category</b>	<b>Description</b>
<b>Items which must be tested</b> – required comments or public expectation of oversight.	
1	Test and document annually. (required statutory report comments)
2	Test on a rotating basis, at least every three years, based on risk assessment. Workpaper documentation required.
<b>Inquiry with limited observation and documentation:</b>	
3	Inquire about compliance only if considered necessary based on risk assessment. Document the District's response to inquiry and observation in remarks column. (If auditor becomes aware of non-compliance, it should be addressed).
<b>Addendum:</b>	
4	Items which are not considered to be significant – test if considered necessary based on risk assessment and specific audit situation (if auditor becomes aware of non-compliance in one of these areas, it should be addressed). If procedures are performed, include workpaper documentation as necessary.

**Procedures**

- 1) Review prior year comments and enter "22" in the "Non-Compliance Noted/FY" column for each compliance requirement that had a comment.
- 2) Based on the risk of non-compliance set for each compliance area, indicate which procedures will be performed during the current year's audit with a tick mark in the "Selected" column. Keep in mind the audit approach to compliance may need to be revised based on information obtained during the course of the audit. If you are aware a compliance requirement does not apply, indicate "N/A" in the "Selected" column.
- 3) Perform compliance procedures as selected.
- 4) Enter "23" in the "Non-Compliance Noted/FY" column for each compliance requirement that had a comment.
- 5) Guide should be filed in the workpapers and utilized for multiple years.

**2023 Revisions**

- 1) Current year new or revised procedures have been noted as **(23)**.
- 2) Miscellaneous – added eight new categorical funding sources identified by Iowa Department of Education and sorted listing by the source number.
- 3) In addition to this updated CSD Compliance Guide, we have made available a 2023 School Compliance Guide Supplement which details changes made to the prior year CSD Compliance Guide. The Supplement may be used to update the prior year Compliance Guide in lieu of completing a new guide each year.