

June 30, 2023

PLANNING CONFERENCE
ENTRANCE

Date: _____ Time: _____

In Attendance:

<u>Agency</u>		<u>Auditor</u>	
Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Items

Discussion

A. Scope of Audit:

1. Year to be audited.
2. Objectives of audit.
3. Identification of Audit Manager, if not present at meeting.
4. Engagement letter for separately issued financial statements (if multi-year letter is used, auditor should annually remind management of the terms of the engagement).
5. Discuss significant risk areas per Statement of Auditing Standards (SAS) 134. Be sure to review the Risk Assessment Summary (RAS) for inclusion of any area discussed.
6. Funds to be audited (including component units).
7. Federal programs.
8. Additional audit requirements.
9. Reports to be issued.
10. The audit will be conducted in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and Government Auditing Standards, issued by the Comptroller General of the United States.

B. Timing of:

1. Fieldwork.
2. Release of report.

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- C. Availability of records.
- D. Working space arrangements.
- E. Extent of internal audit/other client assistance.
- F. Status of prior year's audit comments.
- G. Personnel changes.
- H. Accounting problems during the year.
 - I. Pending litigation.
- J. Significant accounting policies.
- K. Extent of computerized books and records.
- L. Inquire of management about the existence of related party/business transactions, including changes from the prior year and the nature of the relationships.
- M. Potential component units, including changes from the prior year.
- N. 28E organizations in which the Agency is a participant.
- O. If the Agency has extended or received financial guarantees on obligations of other entities without receiving or paying equivalent value for the guarantee, discuss the obligation with Agency officials (GASB 70).
- P. Additional items for audit planning:
 - 1. New capital projects or completion of projects from the prior year.
 - 2. New grants or completion of grants from the prior year.
 - 3. Significant changes in the Agency's appropriation/budget from the prior year and significant amendments to the Agency's current year appropriation/budget.
 - 4. Other.
- Q. GASB 87 – Leases – Inquire about any new lease agreement. .

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- R. GASB 94 – Inquire about any public-private and public-public partnership arrangements which require reporting. If the Agency has a P3, discuss the requirements effective for fiscal year 2023 with management, including the impact on the Agency's financial statements/footnotes.

Note: Information will need to be available to restate the July 1, 2022 net position.

- S. GASB 96 – Subscription-Based Information Technology Arrangements (SBITA) – Discuss the requirements effective for fiscal year 2023 with management, including the impact on the Agency's financial statements/footnotes.
- T. Inquire of management and, when appropriate, those charged with governance, about whether the Agency is in compliance with laws and regulations that may have a material effect on the financial statements and the provisions of contracts and grant agreements (GAS Chapter 6.15)
- U. Inquire of management and, when appropriate, those charged with governance, whether the Agency is aware of any conditions or events, considered in the aggregate, that may cause substantial doubt about the Agency's ability to continue as a going concern. SAS 132.
- V. Inquire of management about its understanding of the risk of material misstatement due to fraud and whether they have knowledge of fraud that has occurred.
- W. Ensure management is aware of their responsibilities under Chapter 11.2(2) of the Code of Iowa to notify the Auditor of State regarding any suspected embezzlement, theft or other significant financial irregularities.
- X. Inquire of management about the existence of a program for preventing, deterring or detecting fraud. If a program exists, determine if fraud risk factors have been identified.
- Y. Inform management about the auditor's responsibilities of inquiring of them and others about fraud risk factors relating to financial reporting and misappropriation of assets throughout the audit in accordance with AU-C 240.
- Z. Inquire of management about the existence of any known limitations on the engagement.

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AA. For state agencies with no separately issued financial statements, the following requirements are not applicable at the agency level since the required discussions with those charged with governance are completed as part of the statewide ACFR. For state agencies with separately issued financial statements, the following items are required to be discussed with those charged with governance, in addition to the items communicated in the audit engagement letter. If those charged with governance are not present at the entrance conference, ensure the required communications are discussed at a later date

1. Discuss Items A. and B. documented on Page 1.
2. Discuss nonaudit services to be provided, if any, including:
 - The nature of the audit and the nonaudit services provided.
 - Independence issues.
3. Discuss the following items:
 - Are there any matters warranting particular attention during the audit or areas where additional procedures are requested?
 - Have there been any significant communications with regulators?
 - How does the Agency respond to changes in financial reporting standards and laws/regulations?
 - What actions have been taken to respond to prior audit comments?
 - Were there any communications with management regarding the Agency's processes for identifying and responding to the risks of fraud? If yes, document the specific communications.
 - How do those charged with governance exercise oversight of management's processes for identifying and responding to the risks of fraud in the Agency and the internal controls management has established to mitigate these risks?

AOS 83-8 (6/23)

AGENCY: 2023 Audit Programs

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- The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

BB. Other discussion items.

Discussion

Acknowledgement:

Department Director

Date

Audit Committee or Oversight Board
Member

Date

Financial Reporting Representative
(Business Manager, CFO, Bureau Chief, etc.)

Date