

AGENCY 2023 Audit Programs

June 30, 2023

MISCELLANEOUS

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objective: A. Insurance coverage is adequate. B. Review of GAAP Package for completeness and reasonableness. C. Comparison of actual expenditures to budget for reporting purposes. D. Review of Agency's operations for issues of economy and efficiency. E. Review of transactions, through report date, for subsequent events. F. Review for compliance with state laws and regulations. Audit Procedures: A. Review insurance coverage for adequacy and reasonableness. B. GAAP Reporting Package: 1. Determine if the GAAP Package was submitted by the deadline. 2. Trace amounts to supporting documentation. 3. Review for reasonableness and completeness: a. Compare to prior year. b. Make inquiries, as deemed necessary, regarding changes in operations, financing, scope of responsibility, etc. that could result in or explain significant changes from the prior year (e.g., new capital leases, new operating leases, changes in financial programs, etc.). c. If errors and/or omissions are discovered, request the Agency notify the GAAP Team. d. Uncorrected adjustments should be documented on the misstatement evaluation form. 4. Ensure any grants passed through the Agency or any food stamps distributed or on hand at year-end are recorded in the GAAP Package in accordance with GASB 24.					
	A				
	B				

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<p>C. Budget – for separately issued financial statement audits only:</p> <ol style="list-style-type: none"> Obtain a copy of the adopted original and final budget of the Agency for all major funds to be reported. Prepare a work paper to compare disbursements with the budget or amended budget and document any over expenditures. Determine necessity for comment and/or note disclosure on excess of expenditures over budget. 	C				
<p>D. Examine adjustments made directly to financial statements. (AU-C 240.32 and AU-C 330.21)</p> <ol style="list-style-type: none"> Identify and test the appropriateness of significant adjustments made in the preparation of financial statements. Scan the error correction documents throughout the period under audit and determine if testing is necessary. Document the items selected, if any. 					
<p>E. 28E organizations:</p> <ol style="list-style-type: none"> Determine if the Agency was a member of a Chapter 28E organization with gross receipts in excess of \$100,000 in a fiscal year. If so, determine if arrangements have been made for an audit of the 28E organization in accordance with Chapter 11.6 of the Code of Iowa. 	F				
<p>F. General – to be kept in mind during audit and answered when audit is completed.</p> <ol style="list-style-type: none"> In accordance with Chapter 11 of the Code of Iowa, AOS must report on Agency's economy and efficiency. Document any suggestions for more economical, efficient operations of the Agency. Indicate if it appears maximum results are obtained for money expended (as noted as a result of your fieldwork). Indicate if the work of the Agency conflicts with or duplicates the work of another Agency. <ol style="list-style-type: none"> If the auditor is not sufficiently experienced to ascertain this: <ol style="list-style-type: none"> Ask questions of the Agency under investigation. Confer with the Manager. 	D				

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<p>4. Indicate if any illegal or unbusiness-like practices exist. Illegal practices are all practices in violation of the Code of Iowa, AG's opinions and/or other prevailing rules.</p> <p>5. Indicate if the Agency is using records prepared by data processing. (i.e. greater simplicity, etc.)</p> <p>6. Indicate if prices paid and terms obtained on purchases by this Agency are comparable with other Agencies.</p> <p>7. Identify any cost or time saving suggestions noted during the audit.</p> <p>8. Identify items for next year which should be considered for further review. Submit a copy of the items to the Manager.</p> <p>G. Review important transactions from statement of net position date to report date and inquire of responsible official as to any material adverse changes in financial position.</p> <p>H. Update the permanent file for all relevant compliance features. Identify items which should be tested/reviewed annually and those which may be done less frequently.</p> <p>I. 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><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for miscellaneous and the results of these procedures are adequately documented in the accompanying work papers.</p>	<p>E</p> <p>F</p>				