

**ENTITY** 2019 Audit Programs

June 30, 2019

**COMPLETION OF AUDIT**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
A. <b>Written representations have been obtained from responsible officials.</b>					
B. <b>Misstatements discovered during the audit have been evaluated.</b>					
C. <b>Financial statements are fairly presented and disclosures are adequate. (10,11,12,13)</b>					
D. <b>The effect on the auditor's report of GAAP departures, scope limitations, uncertainties, other auditors, or other matters has been evaluated.</b>					
E. <b>Significant deficiencies and material weaknesses have been summarized and communicated to the appropriate parties.</b>					
F. <b>Significant commitments, contingencies and subsequent events that may require disclosure have been identified. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Inquire as to whether all funds have been brought to our attention.					
B. Identify any commitments, contingencies and subsequent events that may require disclosure.					
1. In connection with litigation and claims, perform the following procedures: <ul style="list-style-type: none"> <li>a. Obtain from Entity officials a description and evaluation of litigation and asserted and unasserted claims.</li> <li>b. Examine documents in the Entity's possession concerning the above matters.</li> <li>c. Review invoices for legal services and consider whether any other matters in addition to the above were disclosed during the course of the audit.</li> <li>d. Review attorney's letter for matters requiring disclosure.</li> </ul>					
2. Complete review of minutes through end of field work for subsequent events.					
3. Inquire of Entity officials about existence of material subsequent transactions or events and significant matters unresolved at year end.					

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4. Scan records subsequent to period under audit for significant unusual receipts, payments and non-standard entries.	F				
C. Determine if footnote disclosure is needed and obtain documentation for the following items. (For entities with unusual types of activities, consider reviewing the AICPA disclosure checklist).	C,F				
1. Lease commitments.					
2. Construction commitments.					
3. Contracts.					
4. Termination benefits.					
5. OPEB and pension benefits.					
6. Subsequent events.					
7. Lawsuits, claims and judgments.					
8. Other commitments and contingencies (including outstanding indebtedness of others guaranteed by the Entity, moral obligations, conduit debt obligations in accordance with GASB Interpretation 2 and no-commitment debt).					
9. Health insurance trust.					
10. Municipal solid waste landfill.					
11. Relationships with organizations other than component units:					
a. Related organizations.					
b. Joint ventures.					
c. Jointly governed organizations.					
d. Component units and related organizations with joint venture characteristics.					
e. Pools.					
f. Undivided interests.					
g. Cost-sharing arrangements.					
h. Closure/postclosure care costs and financial assurance.					
12. Tax abatements.					

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<p>13. If the Entity is a <b>Community College</b> - Reportable segment(s) (any activity or grouping of activities for which revenue-backed debt is outstanding, specific revenue streams backing debt can be identified and there are identifiable assets, liabilities, revenues and expenses required to be accounted for separately) (GASB 35).</p> <p>14. Accumulated depreciation/depreciation expense (GASB 34).</p> <p>15. Other pertinent information.</p> <p>D. Summarize and evaluate misstatements noted during the audit, if any.</p> <p>1. Determine whether uncorrected misstatements are material, individually or in the aggregate. Consider the following: (AU-C 450.11)</p> <p style="padding-left: 20px;">a. The size and nature of the misstatements, both in relation to particular classes of transactions, account balances or disclosures and the financial statements as a whole, and the particular circumstances of their occurrence and,</p> <p style="padding-left: 20px;">b. The effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures and the financial statements as a whole.</p> <p>2. In communicating misstatements to management, the auditor should: (AU-C 450.07-.10)</p> <p style="padding-left: 20px;">a. Request management to examine the entire class of transactions, account balance or disclosure to identify and correct misstatements in cases where the auditor evaluates the amount of likely misstatement from a sample as material.</p> <p style="padding-left: 20px;">b. Request management review the assumptions and methods used in developing management's estimates in those cases where the auditor has identified a likely misstatement involving differences in estimates used by management.</p> <p style="padding-left: 20px;">c. Reevaluate the amount of likely misstatement after management has performed a. and b. above.</p>	B				

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<p>d. Obtain an understanding of management’s reasons for not making corrections of known or likely misstatements and take into account when evaluating if the misstatement is material.</p> <p>E. Document the reconciliation of the financial statements to the accounting records.</p> <p>F. Obtain the Entity’s concurrence for proposed adjusting journal entries.</p> <p>G. Document whether conditions and events have been identified, either through management’s evaluation or through audit procedures performed, that, when considered in the aggregate, indicate there could be substantial doubt about the Entity’s ability to continue as a going concern for a reasonable period of time. If conditions and events exist, perform procedures as documented in SAS 132.</p> <p>H. Determine and document the type of opinion rendered for each opinion unit and on compliance, if applicable. Document reasons for variances from unmodified opinions and discuss the reasons with those charged with governance.</p> <p>I. Summarize significant deficiencies and material weaknesses including those communicated in previous audits which have not yet been remediated and include in written communication to management and those charged with governance no later than 60 days following the report release date. (AU-C 265.11-.13)</p> <p>1. Indicators of material weaknesses in internal control include the following (AU-C 265.09-.10):</p> <p style="padding-left: 20px;">a. Identification of fraud, whether or not material, on the part of senior management.</p> <p style="padding-left: 20px;">b. Restatement of previously issued financial statements to reflect the correction of a material misstatement due to error or fraud.</p> <p style="padding-left: 20px;">c. Identification by the auditor of a material misstatement in the financial statements under audit in circumstances which indicate the misstatement would not have been detected by the Entity’s internal control.</p> <p style="padding-left: 20px;">d. Ineffective oversight of the Entity’s financial reporting and internal control by those charged with governance.</p>	<p></p> <p>C</p> <p></p> <p>D</p> <p>C,D</p> <p>E</p>				



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<ul style="list-style-type: none"> <li>c. Obtain an understanding about the methods of preparing the SI and determine whether the methods have changed from those used in the prior year and the reasons for any such changes.</li> <li>d. Compare and reconcile the SI to the underlying accounting and other records used in preparing the financial statements.</li> <li>e. Inquire of management about any significant assumptions or interpretations underlying the measurement or presentation of the SI.</li> <li>f. Evaluate the appropriateness and completeness of the SI considering the results of the procedures performed and other knowledge obtained during the audit of the financial statements.</li> </ul> <p>M. Perform the following limited procedures to Required Supplementary Information (RSI), as required by AU-C 730.05:</p> <ul style="list-style-type: none"> <li>1. Inquire of management about the methods used in preparing the information, including:                             <ul style="list-style-type: none"> <li>a. Whether RSI has been measured and presented in accordance with prescribed guidelines.</li> <li>b. Whether methods of measurement or presentation changed from those used in the prior year and the reasons for any such changes.</li> <li>c. Whether there are any significant assumptions or interpretations underlying the measurement or presentation of the information.</li> </ul> </li> <li>2. Compare the information for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements.</li> </ul> <p>N. Review the reasonableness of Management’s Discussion and Analysis, which is limited to the following required elements: (GASB 34 par.11)</p> <ul style="list-style-type: none"> <li>1. A brief discussion of the basic financial statements, including the relationships of the financial statements to each other and the significant differences in the information they provide.</li> </ul>					

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<p>2. Condensed financial information derived from the entity-wide financial statements comparing the current year to the prior year.</p> <p>3. An analysis of the Entity’s overall financial position and results of operations to assist users in assessing whether financial position has improved or deteriorated as a result of the year’s operations.</p> <p>4. An analysis of balances and transactions of individual funds. The analysis should address the reasons for significant changes in fund balances or fund net position and whether restrictions, commitments or other limitations significantly affect the availability of fund resources for future use.</p> <p>5. An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results for the General Fund.</p> <p>6. A description of significant capital asset and long-term debt activity during the year, including commitments made for capital expenditures, changes in credit ratings and debt limitations that may affect the financing of planned facilities or services.</p> <p>7. If applicable, a discussion of the modified approach to report some or all of the infrastructure assets.</p> <p>8. A description of currently known facts, decisions or conditions expected to have a significant effect on financial position or results of operations.</p> <p>O. For other information included in the audited financial statements (such as the introductory and statistical sections in CAFR audits) or Management’s Discussion and Analysis and budgetary comparison information for cash basis audits) (AU-C 720):</p> <p>1. Read the other information to identify possible material inconsistencies with the audited financial statements or apparent material misstatements of facts and follow the guidance if either is identified.</p> <p>2. Communicate with those charged with governance any procedures performed and the results.</p> <p>P. Determine information presented as other information in the statistical section of a Comprehensive Annual Financial Report (CAFR) complies with GASB 44 requirements.</p>					

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Q. Perform a retrospective review of significant accounting estimates reflected in the prior year financial statements and consider whether the underlying assumptions in the prior year indicate a possible bias on the part of management. Consider whether the results of the review provide additional information about possible bias in making current year estimates. If possible bias is identified, evaluate whether the circumstances represent a risk of material misstatement due to fraud. (AU-C 240.32)	C				
R. Determine whether the comparability of the financial statements between periods has been materially affected by a change in accounting principle or by adjustments to correct a material misstatement in previously issued financial statements. (AU-C 708)					
S. Evaluate and document the business rationale for significant unusual transactions. (AU-C 240.32)					
T. Perform analytical procedures for overall review of financial statements. Document the consideration of the following: <ol style="list-style-type: none"> <li>1. The adequacy of evidence gathered in response to unusual or unexpected balances identified in planning the audit or in the course of the audit.</li> <li>2. Unusual or unexpected balances or relationships that were not previously identified.</li> </ol>	C				
U. Conduct an exit conference with the Entity. In addition to management, request a representative of those charged with governance to attend and discuss the following: <ol style="list-style-type: none"> <li>1. Report findings.</li> <li>2. Non-report findings.</li> <li>3. Audit and accounting problems that may affect the audit bill.</li> <li>4. Stress the preliminary and confidential nature of the items discussed.</li> </ol>	E				
V. Obtain written representations signed by the appropriate elected officials, those charged with governance, management and Department heads, as applicable. <ol style="list-style-type: none"> <li>1. Modify, as necessary, for:                             <ol style="list-style-type: none"> <li>a. Related party/business transactions.</li> <li>b. Federal financial assistance program representations.</li> </ol> </li> </ol>	A				

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<ul style="list-style-type: none"> <li>c. Litigation, claims and assessments.</li> <li>d. Obsolete inventories.</li> <li>e. Work of a specialist.</li> <li>f. Supplementary information.</li> <li>g. Required supplementary information.</li> <li>h. Other items.</li> </ul> <ul style="list-style-type: none"> <li>2. Prepared on Entity's letterhead.</li> <li>3. Dated same date as the auditor's reports as determined in AU-C 700.41.</li> </ul> <p>W. Complete the budget and time summary including explanation of significant variances from budget and recommendations for next year. Note billing instructions, if applicable.</p> <p>X. Determine the appropriate date of the auditor's reports. In accordance with AU-C 700.41, the auditor's report should not be dated earlier than the date on which the auditor has obtained sufficient evidence to support the opinion. Sufficient evidence includes evidence the audit documentation has been reviewed and the financial statements, including disclosures, have been prepared and management has asserted that it has taken responsibility for the financial statements.</p> <p>Y. Determine and include footnote disclosures, if necessary, for subsequent events occurring between the end of fieldwork and the date of the auditor's report. (May require verbal update of attorney letter, review of subsequent minutes and auditee inquiry).</p> <p>Z. Major Federal Program Subsequent Events:</p> <ul style="list-style-type: none"> <li>1. Perform procedures up to the report date to identify subsequent events related to the Entity's compliance during the period covered by auditor's report on compliance:             <ul style="list-style-type: none"> <li>a. Inquire of management.</li> <li>b. Review relevant internal audit reports issued during the subsequent period.</li> <li>c. Review other auditors' reports issued during the subsequent period.</li> <li>d. Review grantors and pass through entities reports issued during the subsequent period.</li> </ul> </li> </ul>					<p style="text-align: center;">F</p>

