

**ENTITY** 2019 Audit Programs

June 30, 2019

**COUNTY - GENERAL LEDGER**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p><b>Audit Objective:</b></p> <p><b>A. General ledger components are complete and supported by appropriate detailed records.</b></p> <p><b>Audit Procedures:</b></p> <p>A. General Ledger</p> <ol style="list-style-type: none"> <li>1. Obtain or prepare a working statement of cash transactions (general ledger).                             <ol style="list-style-type: none"> <li>a. If prepared by client, foot and crossfoot.</li> <li>b. Trace the following components of the general ledger to the supporting receipt and disbursement journals.                                     <ol style="list-style-type: none"> <li>1. Current tax</li> <li>2. Mobile home tax</li> <li>3. Delinquent tax</li> <li>4. Miscellaneous receipts</li> <li>5. Transfers</li> <li>6. Warrants/checks issued and outstanding</li> </ol> </li> <li>c. Ascertain that the Treasurer’s semiannual settlement agrees with the general ledger total and individual fund balances and to the County’s annual financial report.</li> <li>d. Trace warrants/checks issued for the individual funds to the County Auditor expenditure records.</li> <li>e. Trace selected totals to the County’s trial balances to determine accuracy of receipts and disbursements per trial balances.</li> </ol> </li> <li>2. Determine the annual report published by the County Auditor reconciles to the County’s accounting records.                             <ol style="list-style-type: none"> <li>a. Investigate variances. Consider adjustments and/or comment for material variances.</li> <li>b. Non-material variances should be discussed with client.</li> <li>c. Consider report comment recommending amendment and refile for variances in ending fund balances or material variances in line items.</li> </ol> </li> </ol>	A				

**ENTITY** 2019 Audit Programs

June 30, 2019

**COUNTY - GENERAL LEDGER**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>3. Determine that the fund balance of each fund is separately stated and that the unexpended balance of any special fund is properly accounted for.</p> <p>4. Determine each fund is properly classified by fund type in accordance with GASB Statement No. 54.</p> <p>5. Identify the nature of each trust and agency fund and any restrictions on their use.</p> <p>6. If a single fund is used to account for risk financing activities, determine whether self-insurance is properly recorded in the General Fund or as an Internal Service Fund rather than an Agency Fund.</p> <p>7. Determine that the restrictions on the use of funds, if any, have not been violated.</p> <p>8. Ascertain reasons for ending deficit account balances, discuss alternatives for corrective action with County officials, and, if appropriate, include comment in report. Document County's plans to eliminate deficits, if any.</p> <p>9. Review general ledger for dead or inactive funds and recommend necessary transfers, if appropriate.</p> <p>10. If a governmental fund balance is in excess of current year expenditures, discuss with County to determine if they have any specific plans for the money. Document findings. If they have no plans, determine if a report comment is appropriate.</p> <p>11. Document findings and identify purpose of any contingency.</p> <p>12. Determine if the County acts as a protective payee or conservator on behalf of others. (Auditor may need to inquire of various departments such as County Auditor, County Treasurer, Board of Supervisors, General Relief or Community Service Director office).</p> <p style="padding-left: 20px;">a. Review the internal controls over the accounts for sufficiency.</p> <p style="padding-left: 20px;">b. Obtain a listing of the account(s) activity and balances for the year for inclusion as an Agency Fund in the County's financial statements.</p> <p style="padding-left: 20px;">c. Confirm bank account balances at year-end.</p> <p style="padding-left: 20px;">d. Perform tests of the deposits and expenditures as appropriate.</p>					

**ENTITY** 2019 Audit Programs

June 30, 2019

**COUNTY - GENERAL LEDGER**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>e. On a test basis, review the files maintained for each individual and determine if appropriate supporting documentation exists to support expenditures made from the account(s).</p> <p>13. Determine the County is properly accounting for and reporting mental health function expenditures and County-operated social service programs in accordance with the Uniform Chart of Accounts prescribed by the Iowa Department of Management (i.e. case management). Financial reporting information shall segregate expenditures for administration, purchase of service and social service program costs. The Uniform Chart of Accounts requires:</p> <p>a. Expenditures for direct and purchased administrative costs must be coded to program 4411 and 4412. Distributions to MHDS regional fiscal agent must be coded to program 4413.</p> <p>b. Expenditures for purchased core services must be coded to appropriate diagnosis codes (40XX, 42XX, 43XX, and 47XX).</p> <p>c. Expenditures necessary to provide County-operated case management must be coded to program 45XX if reported in the Mental Health Fund and either 45XX or 3420 if reported in the General Fund.</p> <p>d. Expenditures necessary to provide other County-operated services other than County-operated case management (such as expenditures for a County care facility, supported community living and sheltered workshops) must be coded to program 46XX if reported in the Mental Health Fund and either 46XX or 3420 if reported in the General Fund.</p> <p>e. For Counties purchasing core services, determine if a reconciliation between mental health expenditures per the County's general ledger and Community Services Network (CSN) is being prepared.</p> <p>1. If prepared, document reconciliation and test for reasonableness.</p> <p>2. If not prepared, comment accordingly.</p>					

**ENTITY** 2019 Audit Programs

June 30, 2019

**COUNTY - GENERAL LEDGER**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>f. The County-operated social service program in c. and d. above may be included in the County funds as follows:</p> <ol style="list-style-type: none"> <li>1. In a separate General sub fund.</li> <li>2. In a separate department within the General Fund, but additional tracking of the balance should be completed and documented to ensure all costs are billed and collected.</li> <li>3. In the Mental Health Fund, but additional tracking of the balance should be completed and documented to ensure all costs are billed and collected.</li> <li>4. For County-operated social service programs not accounted for in a separate fund, determine if tracking is inadequate. Comment accordingly.</li> </ol> <p>g. If start-up funds were provided from the mental health fund for the County-operated social service program in c. or d. above, ensure the funds were repaid by year end.</p> <p>14. Prepare detailed footnote disclosure in accordance with the Uniform Chart of Accounts to provide information needed for mental health regional reporting.</p>					
<p>B. Subsidiary Ledgers</p> <ol style="list-style-type: none"> <li>1. Confirm payments to other entities on a test basis and reconcile to subsidiary ledgers.               <ol style="list-style-type: none"> <li>a. Cities</li> <li>b. Schools</li> <li>c. Townships and fire districts</li> <li>d. Special assessments</li> <li>e. Community colleges</li> </ol> </li> <li>2. Perform alternate procedures for non-replies.</li> </ol>	A				
<p>C. Outstanding Warrants/Checks</p> <ol style="list-style-type: none"> <li>1. Obtain a list of outstanding warrants/checks at the end of the period under audit and foot for accuracy. The list should include warrant number/check and date written.</li> </ol>					

