

ENTITY 2019 Audit Programs

June 30, 2019

CITY - RECEIPTS/REVENUES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Only receipts/revenues available and measurable in this fiscal year have been recorded and are valid. (5,8)					
B. All receipts/revenues available and measurable in this fiscal year have been recorded. (6,8)					
C. Receipts/revenues have been properly billed or charged in accordance with legal requirements and have been recorded at the correct amounts. (7)					
D. Receipts/revenues are properly classified in the entity-wide financial statements and/or the fund financial statements and related disclosures are adequate. (9,10,11,12,13)					
Audit Procedures:					
A. Property Tax					
1. Confirm total tax receipts by levy directly with the County Treasurer.	A,B,C				
2. Trace disposition to ledger to determine if properly posted.					
3. Reconcile any differences.					
4. Determine police and fire retirement, employee benefits or other special tax levy collections were properly recorded in a Special Revenue Fund.					
B. Special Assessments					
1. Confirm total special assessment receipts by project directly with the County Treasurer and reconcile to the general ledger.	A,B,C				
2. Trace distribution to ledger to determine if properly posted.	D				
3. Reconcile any differences.					
4. Review authorization for each special assessment project.					
C. Enterprise Revenues (Water, Electric, Etc.)					
1. Compare current year receipts with prior years and investigate any material variances from expectations. Document findings.	A,B,C,D				
2. Where charges are based on variable quantities or volume of usage, test records of usage such as meter reader reports.	B				
3. Test computation of billings.	C				

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<p>d. For one month, reconcile total collections to posting in receipt journal and to deposits.</p> <p>D. 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>E. Determine whether receipts/revenues are properly classified and disclosures are adequate.</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 receipts/revenues and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent Reviewer _____ Date _____</p>	D				