

June 30, 2019

COUNTY – CITY/COUNTY ASSESSOR

PROCEDURE	DONE BY.	W/P REF	N/A	REMARKS
<p>Audit Objective:</p> <p>Agency fund assets and liabilities, and related increases and decreases, are properly recorded and reported.</p> <p>ENTRANCE CONFERENCE</p> <ol style="list-style-type: none"> 1. Items discussed: <ol style="list-style-type: none"> a. Representation letter to be signed at completion of the audit. b. Any accounting problems during year. c. Any personnel changes. d. Arrangements for client assistance. e. Any other items. 2. Review internal control documentation and update key duties workpaper. 3. Review and document status of prior year comments and recommendations. <p>Name and title of client personnel interviewed:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <ol style="list-style-type: none"> 4. Determine detail disbursements tests on warrants/checks charged to the Assessor funds have been performed in conjunction with County expenditures. 				

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