

CITY 2022 Audit Programs

June 30, 2022 or the twelve month period ended \_\_\_\_\_

**DISBURSEMENTS**

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
<p><b>Objectives:</b></p> <p>A. Disbursements are approved, supported and accounted for accurately and comply with Article III, Section 31 of the Constitution of the State of Iowa (public purpose criteria).</p> <p>B. The annual budget is authorized, certified and amended, if needed, in a timely manner and disbursements by function are within the budget or amended budget.</p> <p><b>Procedures:</b></p> <p>A. Obtain a schedule of all related party transactions with officials or employees for the fiscal year ended falling in the period covered by the examination and review for compliance with Chapter 362.5 of the Code of Iowa. Include finding(s) for noted conflicts of interest.</p> <p>B. Scan disbursement journal for unusual disbursements. Investigate accordingly.</p> <p>C. Scan all cancelled checks/images looking for checks to City personnel, unusual vendors and "cash."</p> <p>1. Examine non-payroll and payroll checks payable to the City Clerk and other personnel authorized to issue/sign checks.</p> <p>    a. Review amount and frequency of checks.</p> <p>    b. Determine if checks are appropriate.</p> <p>2. Select five (5) <b>consecutive</b> checks, including ACH payments, from alternating months (30 checks total) and verify:</p> <p>    a. The disbursement is adequately supported. If not supported, inquire as to the purpose of the disbursement.</p> <p>    b. The amount and payee on the check match the general ledger posting.</p> <p>    c. The disbursement was authorized by the City Council.</p> <p>    d. Credit card transactions were approved and properly supported.</p> <p>    e. The disbursement was properly classified by function in accordance with the recommended COA.</p> <p>    f. The disbursement appears to meet the test of public purpose. For those items which are questionable, the City should have adequate documentation as to how the expenditure(s) meet the test of public purpose.</p>				

