

CITY 2018 Audit Programs

June 30, 2018

RECEIPTS/REVENUES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
Audit Objectives and Related Assertions:					
A. Only revenues available and measurable in this fiscal year have been recorded and are valid. (5,8)					
B. All revenues available and measurable in this fiscal year have been recorded. (6,8)					
C. Revenues have been properly billed or charged and have been recorded at the correct amounts. (7)					
D. Revenues are properly classified, as applicable, in the entity-wide financial statements and/or 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 distribution to ledger to determine if properly posted.	D				
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. Tax Abatements					
1. Obtain the tax abatement calculator provided by the Department of Management and completed by the City.					
a. Verify the qualifying payments entered into the calculator agree to the City's records.					
b. Review the tax rates included in the calculator for reasonableness.					
c. If considered necessary, review any significant tax abatement agreements entered into by the City for any commitments made other than to abate taxes.					
C. Revenue From Other Governmental Sources					
1. Confirm revenue received from federal, state and county sources and reconcile amounts per confirmation with the general ledger:	A,B,C				
a. Hotel/motel tax.					

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<ul style="list-style-type: none"> b. Road use tax. c. Community development block grant. d. Local option sales tax. e. List grants and others – confirm all material amounts. <ul style="list-style-type: none"> 1) _____ 2) _____ 3) _____ 4) _____ 					
2. Trace amounts per confirmation to deposit and determine if timely.	B,C				
3. Determine such funds were recorded in the proper fund and were being used for authorized purposes.	D				
D. 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.					
E. 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				
4. Trace collection to cash receipts journal and trace to validated deposit ticket. If collections cannot be traced to deposit, consider additional procedures.	A,B				

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<p>5. Determine if a monthly and/or year-end list of delinquent accounts is maintained and obtain a copy of the listing.</p> <p>a. If not available, comment accordingly.</p> <p>b. If available, apply procedures to determine accuracy and completeness of listing for one month and/or at year-end.</p> <p>c. Review listing for large balances and document collection procedures performed by the City.</p> <p>6. Determine if delinquent accounts are for City officials, employees or their businesses and document in the workpapers for exit conference discussion. Confidentiality requirements prohibit report disclosures.</p> <p>7. Obtain a copy of established procedures for assessing penalties, instituting shut-offs, etc. on delinquent accounts and ascertain if these procedures have been followed. Include a copy in the permanent file.</p> <p>8. Ascertain authorizations and procedures for write-offs of uncollectible accounts and test any write-offs which have been made during the period under audit.</p> <p>9. Ascertain if a separate file of accounts written-off is maintained and, if so, is it periodically reviewed to determine if these accounts subsequently become collectible.</p> <p>10. Determine if monthly reconciliations of billings and collections are prepared.</p> <p>a. If not available, comment accordingly.</p> <p>b. If available:</p> <p>1) Apply procedures to determine accuracy and completeness of the reconciliation for one month and/or at year-end.</p> <p>2) Comment accordingly if variances have not been adequately resolved.</p> <p>c. If not available, perform reconciliation procedures for one month and/or at year-end.</p>	A,B,C				

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d. For one month, reconcile total collections to posting in receipt journal and to deposits.					
F. Sale of Bonds/Notes	C				
1. Review authorization for issuance.					
2. Determine bonds sold were properly recorded and trace proceeds to cash receipts record and bank statement.	A,B,C				
G. General					
1. On a test basis, foot and crossfoot the cash receipts journal and trace total to Clerk's report.	A,B,C				
2. Scan ledgers or receipts detail for unusual receipts. Investigate accordingly.					
3. Determine if additional testing is required and, if so, select receipts for testing and perform the following:	A,B,C,D				
a. Determine receipt number, from whom received, purpose and amount.					
b. Trace posting to cash receipts journal.					
c. Determine if account classification is correct.					
d. Vouch to supporting documentation, if available.					
e. Trace to validated deposit ticket.					
f. Determine if deposit is made intact on a timely basis.					
g. Determine receipts from the sale of licenses, permits or other fees were charged at the proper rate.					
H. Scan deposit tickets and evaluate reasonableness of amounts of currency deposited, considering the types of revenues expected to be received in currency.	B				
I. 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.					
J. Determine whether receipts are properly classified and disclosures are adequate.	D				

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[illegible]