

Materials to gather for Audit or Compilation

1. Bank Statements for **all** accounts (checking, savings, CD's) in the name of the organization (including cancelled checks & deposits).
2. Check stubs for all accounts.
3. Inventory List (if applicable)
4. Balance Sheet and Income Statement or Trial Balance
5. Income / Expense Statement
6. Detailed general ledger for the year
7. Listing of accounts payable at year end (if any).
8. Insurance policies and fidelity bonds.
9. W-2's, W-3 and 1099's
10. Quarterly payroll reports that were filed (941, OESC, State withholding)
11. Employee Payroll worksheets and earnings records.
12. List of approved salaries for all employees & current Confirmation of Benefits.
13. Minutes of Board Meetings
14. List of all board members and addresses as of year end.
15. All Claims filed for reimbursement during current year.
16. All invoices paid during current year
17. Receipt book for all income received by district.
18. List of outstanding account customer balances as of June 30.
19. Fiscal Year Allocation
20. Allocation Register

CONSERVATION DISTRICT INTERNAL AUDIT CHECKLIST

Question

Yes

No

N/A

A – ACTIONS AND REPORTS

1. Are official minutes of all regular and special board meetings available for review?			
2. Are motions made, seconded, and passed (or not passed) recorded in minutes?			
3. Are financial reports included with minutes?			
4. Does the District keep the public informed of the date/time/place of all meetings of the District?			
5. Do all official actions of the Board occur when a quorum of Directors is present and in an open public meeting?			
6. Does the board follow the Open Public Meeting Act for going into, coming out of and recording time and purpose of executive sessions?			
7. Does the District comply with the Open Records Act by providing records requested in accordance with the law including written procedures for handling requests?			

B - Protection of Public Funds and Assets

8. Are all bank or vendor accounts only in the name of the conservation district?			
9. Do all credit cards show the name of the conservation district on them?			
10. Are all authorized signers on those accounts current?			
11. Are all funds held in approved financial institutions?			
12. Are all persons who handle public funds or sign checks adequately bonded?			
13. Are original bank statements and reconciliations reviewed by a Board member?			
14. Has the district reported any missing assets to police or insurance providers during the past year?			
15. Has the district reported all known and suspected losses to the State Auditor's Office?			

C – REVENUES AND RECORDING

16. Is money received from all sources receipted in the receipt book?			
17. Is the mode of payment noted on the receipt (cash, check, EFT, direct deposit)			
18. Does the transaction journal show receipt numbers?			
19. Is the District name pre-printed on receipts?			
20. Are receipts in the receipt book sequentially numbered?			
21. Are receipts periodically reconciled to deposits by a person with no cash handling responsibilities?			
22. Is sales tax listed on a separate line on receipts?			
23. Are deposits held in sealed bags or similar secure containers until deposited?			
24. Are deposits made the same day as received?			
25. Are deposits made by someone other than the person who receipted the money?			

Question

Yes

No

N/A

D – DISBURSEMENTS AND RECORDING

26. Are funds only disbursed after approval by the Conservation District Board?			
27. Are all checks accounted for (including unused/voided/cancelled checks)?			
28. Are voided checks physically altered and available for inspection?			
29. Are checks always filled out completely before they are signed?			
30. Do cancelled checks contain at least two approved signatures?			
31. Is at least one signatory on each check a Board Supervisor?			
32. Are fronts and backs of cancelled checks available for inspection?			
33. Is the check register up-to-date and balanced at least monthly?			
34. Accounts reconciled and presented at each regular board meeting?			
35. Are original bank statements made available for inspection?			
36. Do deposits identify the source of funds?			
37. Is the endorsement on each cancelled check consistent with the payee on the front?			
38. Are unexpected and unusual payees present in the check register or on checks analyzed each board meeting?			

E – PAYROLL AND TAX RECORDS

39. Are procedures in place to check payroll payments to supporting documents?			
40. Are reports showing leave accruals, usage and the balance periodically reported and reviewed for reasonableness by the board?			
41. Is all leave approved?			
42. Social Security/Medicare and Tax withholding payments were made to the Internal Revenue Service and match payroll records?			
43. State withholding payments were made to the Oklahoma Tax Commission and match payroll records?			
44. Unemployment Insurance was paid for all employees to OK Employment Security Comm. and payments match payroll records?			
45. Were IRS Form 941 Employer's Quarterly Federal tax Returns filed correctly and in a timely manner?			
46. Were OK Tax Commission Employer Withholding Tax Returns filed correctly and in a timely manner?			
47. If sales tax was collected, was it remitted to the Oklahoma Tax Commission?			
48. Were IRS Form 1099-Misc filed correctly and in a timely manner?			
49. Were Employee W-2's and Employer W-3 filed correctly, timely and match payroll records?			

Question

Yes

No

N/A

F – PETTY CASH

50. Does the district have a written policy and procedure for purchasing incidental supplies between board meetings?			
51. Does your district use a petty cash account or fund? If yes, answer the following questions. If no, skip to Section G.			
52. Is there a Board resolution on file that authorizes a petty cash account and amount?			
53. Is the petty cash in the box maintained at the amount authorized by the board?			
54. Is petty cash physically secured to prevent unauthorized access?			
55. Is a separate balance book used for petty cash?			
56. Is the petty cash balance book balanced at least monthly?			
57. Does the cash in the box match the balance in the petty cash balance book?			
58. Are all cash receipts recorded in the District receipt book?			
59. Does the District have an appointed custodian for the petty cash account?			
60. Is the amount in petty cash periodically counted and reconciled by someone other than the custodian?			
61. Is petty cash replenished by check payable to "Petty Cash"?			

G– TRAVEL, CREDIT CARDS, AND SHORT-TERM DEBT

62. Does the district have a travel reimbursement policy for Supervisors?			
63. Does the district have a travel reimbursement policy for Employees?			
64. Does the district have a policy and procedures for appropriate use of credit cards?			
65. Are original receipts filed with the District for all credit card purchases?			
66. Are all outstanding loan and credit card balances reported to the Board monthly?			
67. Are credit card account activities reviewed by the board for reasonableness?			

H - CELL PHONES AND VEHICLE USE

68. If cell phones are provided to employees, are there written policies and procedures for personal use?			
69. If vehicles are provided to employees, are there written policies and procedures for personal usage?			
70. Are vehicle mileage logs checked for reasonable fuel consumption?			