

INTERNAL CONTROL EVALUATION WORKSHEET 2017

_____ FOR FISCAL YEAR ENDED _____
 (LOCAL GOVERNMENT ENTITY NAME)

Please submit a copy of this to the Dept. of Audit and retain the original in your entity's files.

- This form may be used in satisfaction of the Internal Control Evaluation requirement for all Local Government Entities, whose revenues or expenses exceed \$100,000 and who are not having a CPA audit or review for the fiscal year for which financial reporting is being completed.
- Officials of each local government entity must certify as to the preparation of the document or of another approved procedure.
- This procedure is in compliance with the Department of Audit, Public Funds Rules on file at the Secretary of State's Office.

	YES	NO	NA
<u>EVALUATION OF CONTROLS OVER GENERAL OPERATIONS</u>			
1. Do you have a written schedule which details all of the property owned by your district, generally called a Fixed Asset Inventory? Is all property marked so that it can be readily identified?			
2. Did your entity provide gifts or donations, (except for "necessary support of the poor"), or support for <u>any political activity</u> by use of public funds? (State Constitution, Article 16-Sec 6 and W.S. 22-25-102(a))			
3. Does anyone <u>ever</u> sign blank checks?			
<u>EVALUATION OF CONTROLS OVER CASH AND INVESTMENTS:</u>			
1. Has any member of the board or council reviewed an <u>unopened</u> bank statement (for each bank account) at least once this year? (Check for unauthorized vendors, unauthorized transfers and authorized payer signatures.)			
2. Does any official from your entity use a facsimile stamp when issuing checks? If so, is the facsimile stamp registered with the Secretary of State's Office as required by W.S. 16-2-102. a. Do you have physical controls over the stamp?			
3. Do you now have an official investment policy as required by W.S. 9-4-831?			
4. If your entity uses a computer system to do the accounting, does anyone (other than the bookkeeper) review, authorize, or approve the journal entries? Or understand the system?			
<u>EVALUATION OF CONTROLS OVER COMPLIANCE WITH LAWS & REGULATIONS</u>			
(SEE COPY OF STATUTES ATTACHED)			
1. Does your district prohibit <u>any</u> travel loans for officials and employees per the Wyoming Constitution, Art.16 Sec.6?			
2. Are all investments for your entity in compliance with the types listed in W.S. 9-4-831?			
3. Has your entity sent to the Department of Audit, a copy of the publication of hearing notice for your annual budget per W.S. 16-4-			

Constitution. 16-006. Loan of credit; donations prohibited; works of internal improvement.

Neither the state nor any county, city, township, town, school district, or any other political subdivision, shall **loan** or give its credit or make donations to or in aid of any individual, association or corporation, except for necessary support of the poor, nor subscribe to or become the owner of the capital stock of any association or corporation, except that funds of public employee retirement systems may be invested in such stock under conditions the legislature prescribes. The state shall not engage in any work of internal improvement unless authorized by a two-thirds vote of the people.

Constitution. 16-007. Payments of public money.

No money shall be paid out of the state treasury except upon appropriation by law and on warrant drawn by the proper officer, and no bills, claims, accounts or demands against the state, or any county or political subdivision, shall be audited, allowed or paid until a **full itemized statement in writing**, certified to under penalty of perjury, shall be filed with the officer or officers whose duty it may be to audit the same.

W.S. 9-1-507 (a)(viii) Examination of books of state institutions, agencies and certain districts and entities; independent audit authorized; guidelines.

(viii) Beginning 2014, require each special district in this state, no matter how formed, except districts created by and subject to administration by the courts, to report to the department and to the board of county commissioners of the county where the special district is located its proposed budget for the next fiscal year. The report shall be made not later than June 1 of each year. The format of the reports required by this paragraph shall be established by the department of audit by rule no later than December 31, 2013.

W.S. 9-4-831 (h). Investment of public funds. Every political subdivision shall have on file a "Statement of Investment Policy..." This policy shall be at least as restrictive with respect to the types of investments authorized as those listed under subsection (a) of this section

W.S. 16-2-102. Facsimile signature; authorized use; legal effect.

(a) After filing with the secretary of state his manual signature certified by him under oath, any authorized officer may execute or cause to be executed with a facsimile signature in lieu of his manual signature:

- (i) Any public security, provided that at least one (1) signature required or permitted to be placed thereon shall be manually subscribed; and
- (ii) Any instrument of payment.

W.S. 16-4-109 (b) Budget hearings.

(b) Hearings for county budgets shall be held on the third Monday in July, for city and town budgets the third Tuesday in June, for school districts and community college districts the third Wednesday in July and for all other special purpose districts having the power to levy or require the levy of taxes not later than five (5) days after the third Thursday in July except as hereafter provided. The governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise. The governing board of each municipality shall arrange for and hold the hearings and provide accommodations for interested persons. **Copies of publications of hearings shall be furnished to the director of the state department of audit and school districts shall also furnish copies to the state department of education. This section also applies to districts and entities described in W.S. 16-4-125(c) excluding incorporated towns not subject to this act.**

W.S. 22-25-102. Contribution of funds or election assistance restricted; limitation on contributions; right to communicate, civil penalty.

(a) Except as otherwise provided in this section, no organization of any kind including a corporation, partnership, trade union, professional association or civic, fraternal or religious Group... except a political party, political action committee or candidate's campaign committee organized under W.S. 22-25-101, directly or indirectly through any officer, member, director or employee, shall contribute funds, other items of value or election assistance directly to any candidate or group of candidates. No person shall solicit or receive a payment or contribution from an organization prohibited from making contributions under this subsection.

SUGGESTED PROCEDURES FOR A SELF-AUDIT, 2017

- *These procedures can be completed a board or council member with understanding of the system, a clerk or treasurer from another special district or town (our recommendation is to exchange this service with another district or town), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired.*
- *The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.*
- *If your revenues or expenses are over \$100,000 and you do not have a CPA audit or review, this process is required.*

The following steps are designed to provide evidence that the accounting work is done, that the entity's transactions are accurately and completely recorded, and that the officials have had access to the accounting records. These are tests commonly used by CPAs to assist them in forming an opinion on an entity's financial statements.

RECEIPTS TEST:

1. Randomly *select* 10 receipts from the receipt book.
2. *Trace* each one to the Receipts Journal (this is the first entry to the books).
3. *Verify* the amount, name, date, and the correct accounting category (taxes, water billing, grant or loan, etc.).
4. *Add the total* of the column in which it was entered.
5. *Trace* this total to the *Financial Statement* (or the next summary document), same category, for the month or quarter, whichever is used.
6. *Trace* the payment to the *bank deposit slip*; all the detail should agree, including the name, date and amount.
7. *Trace* the deposit slip to the *reconciled bank statement*.

EXPENDITURE TEST:

1. Randomly *select* 10 check numbers from complete list of all check numbers.
2. Pull the related disbursement voucher, with invoice attached, from file.
3. Locate the canceled check that has been returned from the bank.
4. *Compare* the canceled check, the entry to the disbursement journal, the voucher and the vendor invoice for agreement for the following items: a. *payee name*
b. *amount* c. *date agreement* d. *correct account classification in books.*
5. *Review* the canceled check for any changes, erasures, white-outs.
6. *Review* the canceled check for endorsements. (It should agree to payee name.)
7. If not known to you as a vendor, look in telephone book to see *if payee is a legitimate business.*

PAYROLL TEST:

Review one month (in the fiscal year) of each bank's statements, for the following:

1. Verify that every *debit and credit on the bank statement* has either a canceled check, a deposit ticket or a written bank record of a transaction.
2. Review every *check for the month* to make sure there are no unauthorized checks to employees or officials of the entity. Watch for any duplicate payroll amounts.
3. For each check, make sure that there are no whiteouts or other alterations.
4. *Trace* the month's payroll checks to the recording entries in the journals.
5. *Review the* payroll records for one quarter and agree to the IRS Form 941. Verify that the information on the form agrees to the actual liability shown on the records.
6. *Agree* the year end IRS form W-2 to the entity payroll records.

FINANCIAL STATEMENTS:

Trace the monthly column totals from the detailed postings of the General Ledger to the Financial Statement report and make sure they agree.

GRANT AND LOAN ACCOUNTING (if applicable):

Review the request for payment reimbursement file. Make sure that all requests have the supporting vendor charges (copies) in the file. Review the grant agreement for your entity's compliance with all of the terms of the grant.

If you find any exceptions to the testing, ask the treasurer/bookkeeper for an explanation. If you still have some questions, please call the Dept. of Audit at (307) 777-7798.

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| <ul style="list-style-type: none">• <i>Attached are forms to use in recording the testing procedures, keep a copy for your records..</i> |
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Payroll

Was bank statement documentation verified: _____ All records were correct as shown: _____
 Record the number of Debits in statement: _____ Number of Credits: _____ Other: _____

<u>Payroll Expenditures</u>			<u>Payroll or Disbursement Journal</u>				<u>Bank Records</u>		
<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Name</u>	<u>Acct type or code</u>	<u>Agrees to Journal</u>	<u>Column Totals</u>	<u>Financial Statement</u>	<u>Canceled Check OK</u>	<u>Traced to Bank Stmt</u>

- IRS form 941 reconciled for what quarter: _____ Exceptions? _____
 Explain if any: _____
- W-2 year-end reports agree with payroll records: _____ Explain (if "no") _____
- _____
- _____

Financial Statements: If the tracing procedure for Receipts and Expenditures was not done in conjunction with individual receipts and checks, one month should be selected and the totals for each account classification for the month should be traced *from the journals* to the *financial statements*. All account totals for the month of _____ were traced to the Financial Statements.

Grant and Loan Audit Procedures (when applicable):

- Payment request file or files were reviewed: _____
- All requests for reimbursement had sufficient invoice documentation: _____
- Amount of disbursements for this fiscal year were?
 Grant name & # _____ \$ _____
 Grant name & # _____ \$ _____
- Is an audit required for any or all of these amounts? _____
- Review grant and loan agreements for any unique grant or loan compliance requirements. Is there evidence that these requirements are being complied with? _____
 Explain: _____

Other audit procedures as deemed necessary: _____

Conclusion: _____
