



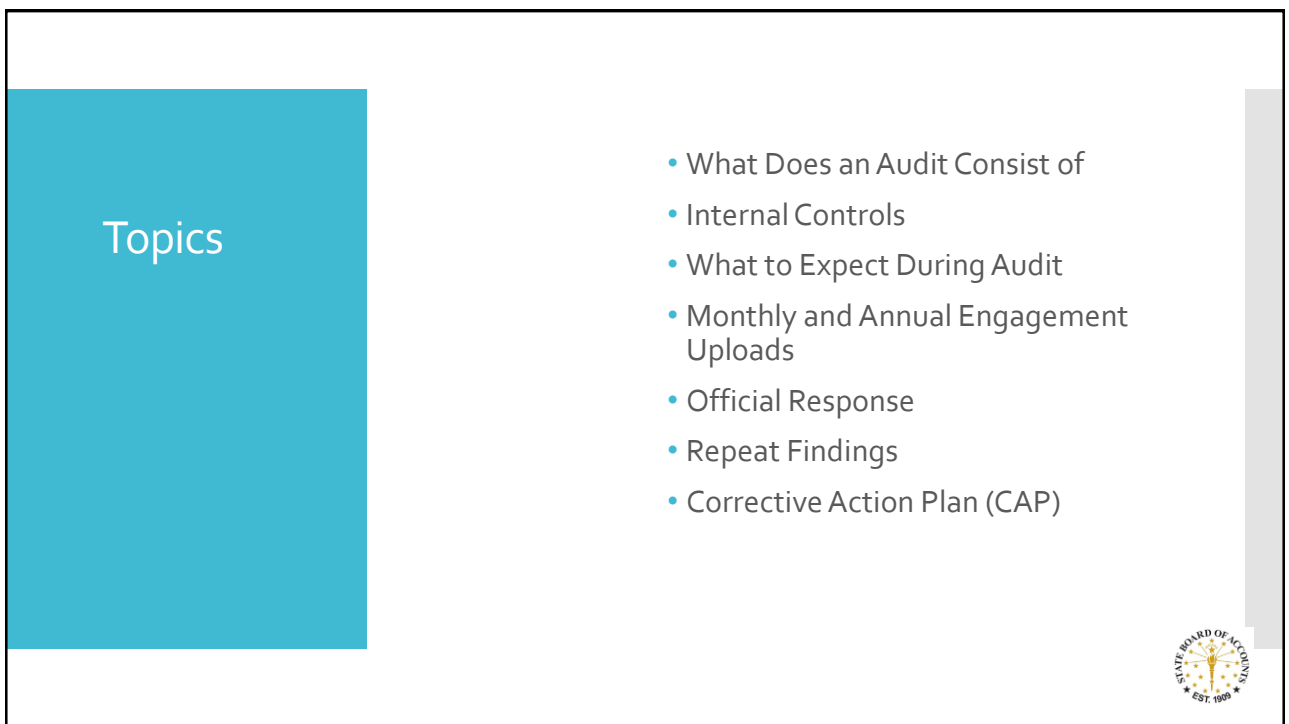
A slide with a teal background on the left and a light gray background on the right. The teal section contains the title "Audit Expectations" in large white font, followed by "Auditor's Fall Conference" and "October 2022" in smaller white font. A small logo for the State Board of Accountancy is in the bottom left corner. The gray section contains a teal-bordered icon of a checklist with four items, each with a checkmark.

Audit Expectations

Auditor's Fall Conference
October 2022




1



A slide with a teal background on the left and a light gray background on the right. The teal section contains the word "Topics" in white font. The gray section contains a bulleted list of seven topics. A small logo for the State Board of Accountancy is in the bottom right corner.

Topics

- What Does an Audit Consist of
- Internal Controls
- What to Expect During Audit
- Monthly and Annual Engagement Uploads
- Official Response
- Repeat Findings
- Corrective Action Plan (CAP)



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What does an audit consist of



3

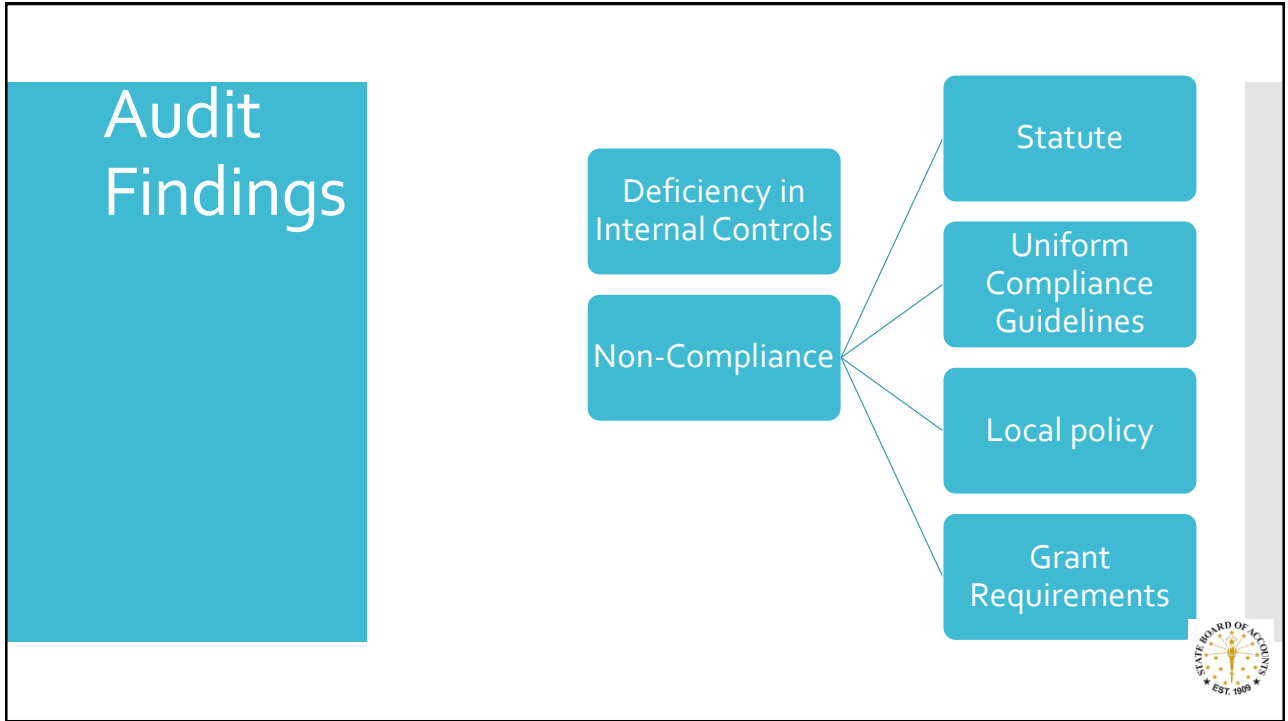
Audit types

AUDITS:

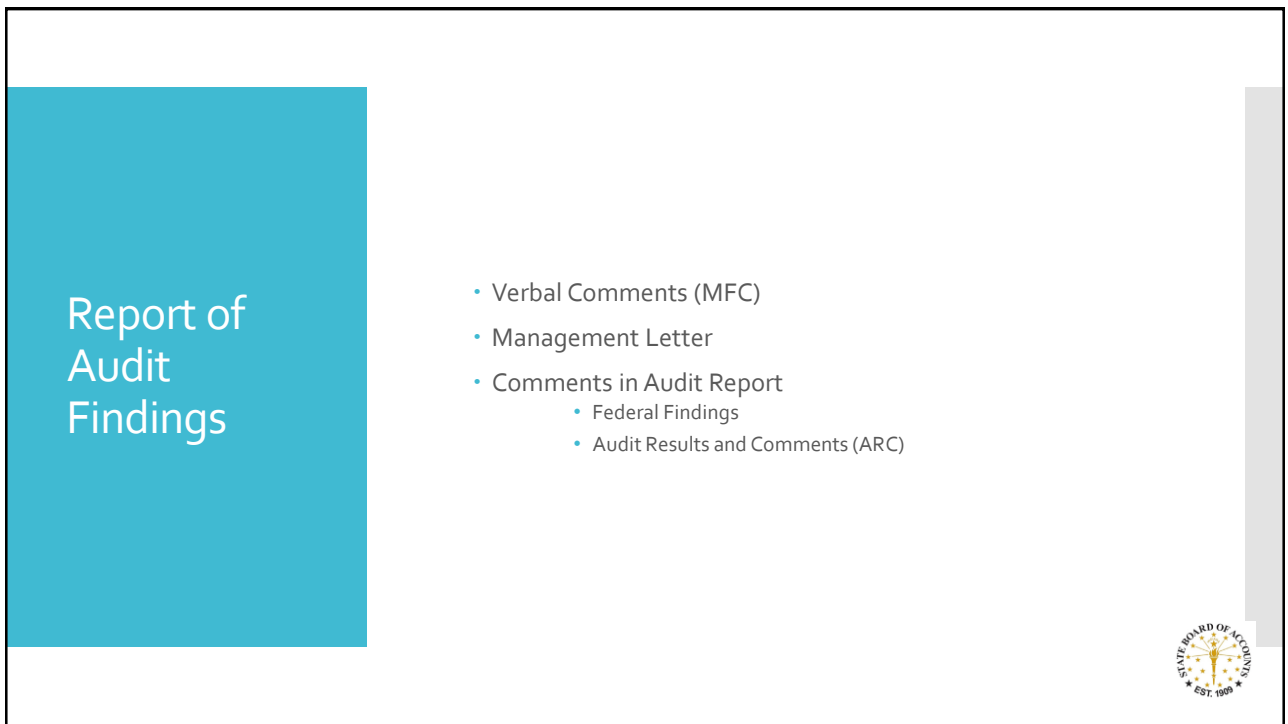
- Financial Statements
 - Annual Financial Report in Gateway
- Federal Programs
 - Schedule of Federal Expenditures(SEFA)
- Compliance



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Addressing the Findings

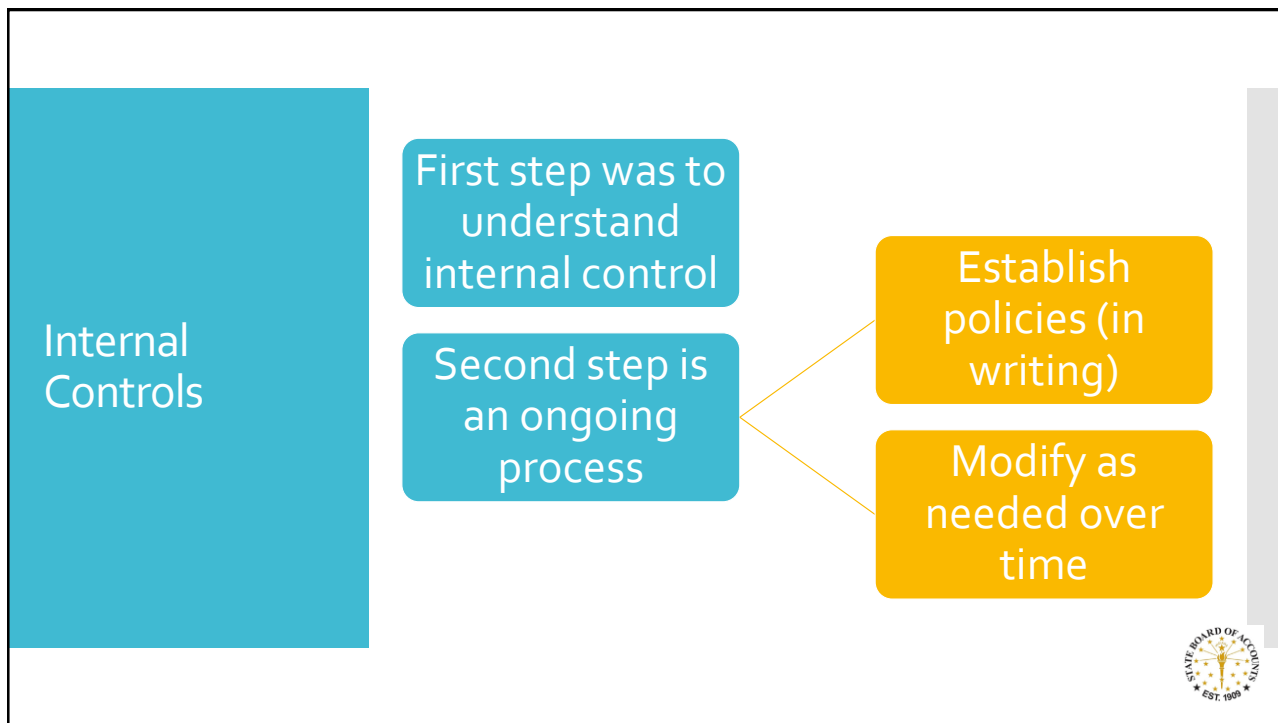
Need	Need for Resolution
Understand	Understand the problem
Take	Take corrective action – often requires establishing or modifying internal controls.



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Risk

Assessment

Set your goals

Identify risks that could prevent you from reaching the goals

Risk analysis

Formulate a plan to address those risks

Determine your risk tolerance



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Monitoring

Assess the quality of performance over time

Ensure that audit findings and results are promptly resolved

Ensure that the results of internal reviews are promptly resolved

Should be ongoing monitoring and separate evaluations



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What to expect during audit



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On-site & Remote Audit Work

Request of Documentation


Follow up on prior period comments



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Monthly and annual engagement uploads



STATE BOARD OF ACCOUNTANCY
EST. 1909

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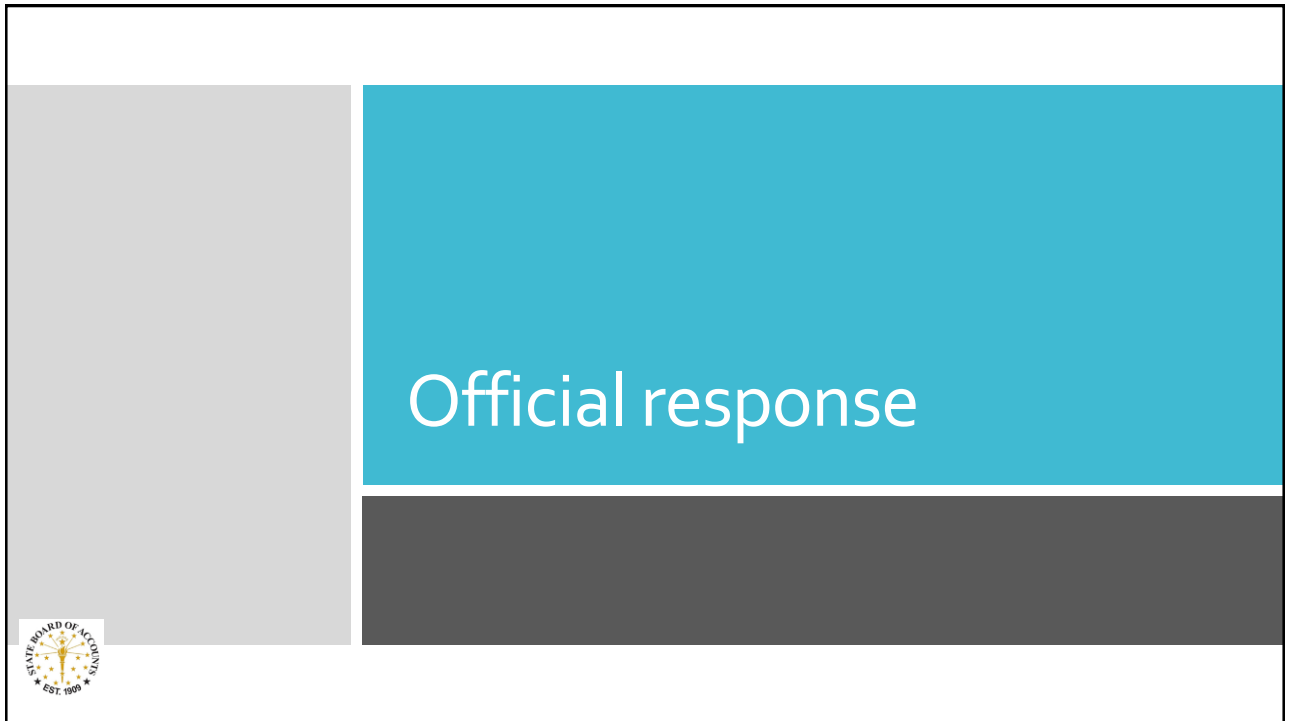
Monthly and annual Engagement uploads




STATE BOARD OF ACCOUNTANCY
EST. 1909

- Monthly Uploads
 - Approved Board Minutes
 - Funds Ledger
 - Documentation of Reconciliation of Form 61
- Annual Uploads
 - Detail of Receipt Activity
 - Detail of Disbursement Activity
 - Current Yearly Salary Ordinance
 - Annual Vendor History Report
 - Annual Funds Ledger
 - Annual Payroll History Report

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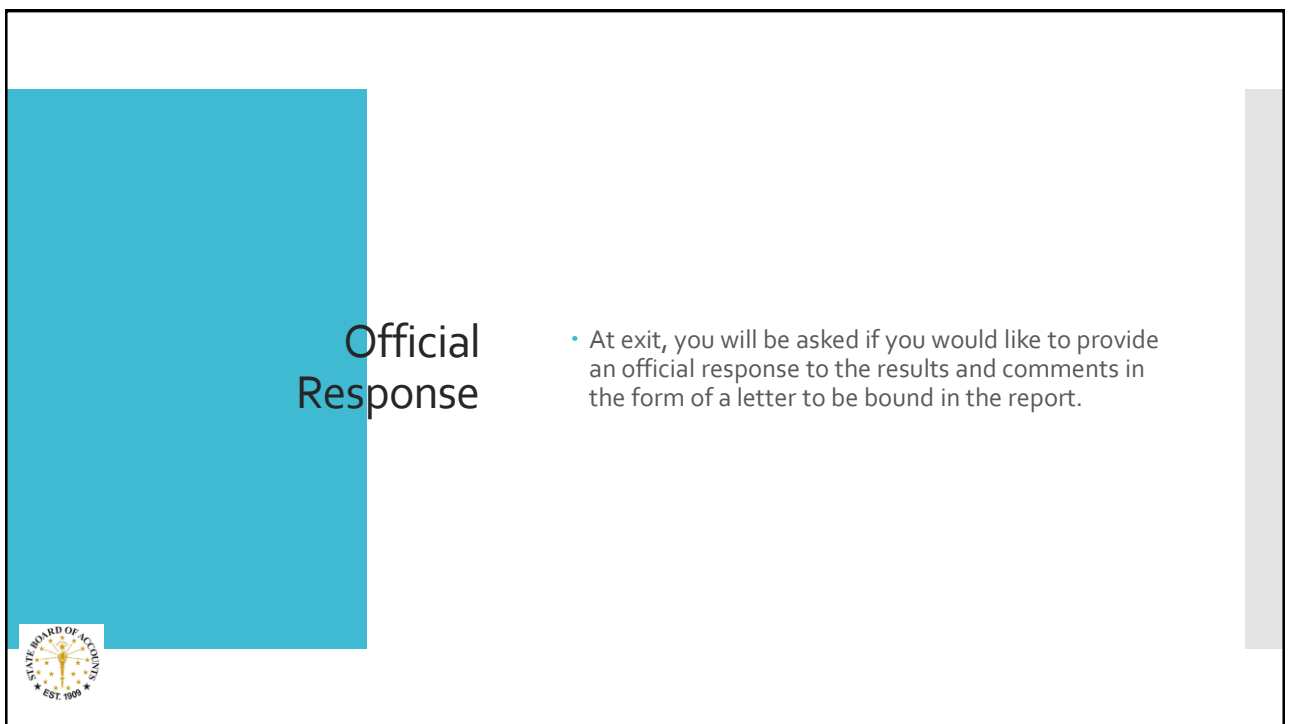


Official response




The slide features a large teal rectangular area on the right side containing the text "Official response" in white. To the left of this area is a vertical grey bar. At the bottom left corner, there is a circular logo for the State Board of Accountancy, which includes a scale of justice and the text "STATE BOARD OF ACCOUNTANCY" and "EST. 1909".

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Official Response

- At exit, you will be asked if you would like to provide an official response to the results and comments in the form of a letter to be bound in the report.



The slide features a large teal rectangular area on the left side containing the text "Official Response" in white. To the right of this area is a vertical grey bar. At the bottom left corner, there is a circular logo for the State Board of Accountancy, which includes a scale of justice and the text "STATE BOARD OF ACCOUNTANCY" and "EST. 1909".


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Repeat findings




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Repeat Findings

- IC 5-11-5-1.5
 - Finding in Report – Take corrective action
- Finding is repeated in subsequent Report:
 - Corrective Action Plan filed with SBOA
 - Follow up by SBOA



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Root Cause

- The first step is to fully understand the issue.
- Second step to determine the root cause.
- The power of “Why”



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Root Cause (Continued)

- Problem – Form 61 Reconciliation not done.
 - Why – no one completed it
 - Why – no one was assigned to complete it
 - Why- there are no procedures in place to assign the work and/or monitor that the work was done



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Corrective action plan (cap)



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Corrective Action Plan


- Packet will be given at exit conference
 - Templates
- 10 days to respond
 - Can ask for more time
- Six months to implement
 - Can ask for more time



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Corrective Action Plan

- SBOA review and approval
- Report when implementation is complete.
- SBOA follow up
 - Send in documents
 - On site follow up



CORRECTIVE ACTION PLAN FOR

Report period:	
Title of result and comment:	
Contact person Responsible for Corrective Action:	
Contact's Phone Number:	
Contact's Email Address:	
Views of Responsible Official:	
Description of Corrective Action Plan:	
Anticipated Completion Date:	
If applicable: Document reason issue will NOT be corrected within 6 months:	



SBOA RESOURCES



- Visit our website: <https://www.in.gov/sboa/political-subdivisions/counties/>
 - Corrective Action Plan (CAP) – Repeat Findings
 - Uniform Compliance Guidelines
 - Internal Control Manual
 - County Treasurers Manual
 - Resource Library

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QUESTIONS



- Call or Email Us
- Lori Rogers, Ricci Hofherr, or Staci Byrns at (317) 232-2512
- Or email us at counties@sboa.in.gov



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