

# Audit Preparation Guide Part II

As your school's annual audit approaches we will provide a two-part bulletin series to help your school prepare. Part II focuses on Financial Compliance



## Common Financial Audit Findings

### Revenue Documentation Findings

- Revenue that is reported on the financial statements does not match the figures from CDE. Auditors will verify all ADA Generated Revenue including: LCFF, EPA, In-Lieu Taxes, Lottery and Special Ed.
- Bank Deposits Lack Appropriate Supporting Documentation
- Incomplete Documentation & Board Approval of Expenditure Plans for Restricted Revenue Sources

### Internal Control Findings

- Internal Procedures & Board Adopted Policies are not followed regarding cash disbursements or director spending limits
- Expense Reimbursements to Board Members & School Issued Credit Cards Lack Supporting Receipt Documentation
- Purchase Requests & Board Approved Contracts Dated After the Invoice Date

## What Your Auditor Will Request...

**Bank Account & Credit Card Statements** To ensure bank reconciliations have been completed and ending statements balances match provided financials

**Revenue & Deposit Verification** To ensure proper recording and documentation of all State Revenues and local donations

**Payroll Registers** To ensure contracted salaries and health insurance policies are adhered to