

5:31-7 Appendix B
LOCAL AUTHORITIES - ACCOUNTING AND AUDITING

AUDIT QUESTIONNAIRE FOR FIRE DISTRICT AUDITS

EACH QUESTION MUST BE ANSWERED.

PLEASE CIRCLE YES OR NO.

IF ANY ARE NOT APPLICABLE, INSERT N/A AS YOUR ANSWER.

FIRE DISTRICT _____

YEAR UNDER AUDIT _____

AUDITOR SIGNATURE _____

AUDITOR FIRM _____

AUDITOR ADDRESS _____

AUDITOR PHONE # _____

"NO" ANSWERS MUST BE EXPLAINED IN DETAIL. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS REQUIRED. ANSWERS TO QUESTIONS WHICH INDICATE CORRECTIONS OR IMPROVEMENTS ARE REQUIRED MUST BE COVERED BY COMMENT AND RECOMMENDATION IN THE AUDIT REPORT. IF NOT COVERED, EXPLAIN IN DETAIL.

AUDIT QUESTIONNAIRE

FIRE DISTRICT

General

- | | | |
|--|-----|----|
| 1. Is a general ledger maintained by the district? | YES | NO |
| 2. Are key employees bonded in amounts required by organization policy | YES | NO |
| 3. Is insurance coverage in force for at least the following: | | |
| Loss or damage to assets from fire and other hazards? | YES | NO |
| Public liability and property damage? | YES | NO |
| Robbery, burglary, theft and disappearance? | YES | NO |
| Worker's compensation? | YES | NO |
| 4. Are loans to employees prohibited? | YES | NO |
| 5. Has the Bureau of Authority Regulation been notified of deficiencies in the accounting system or records? | YES | NO |
| 6. Has a corrective action plan been filed for the previous year audit report? | YES | NO |

Cash and Investments

- | | | |
|--|-----|----|
| 1. Has the district adopted a cash management plan? | YES | NO |
| 2. Are all depositories and accounts authorized by resolution of the governing body? | YES | NO |
| 3. Are receipts deposited within 48 hours? | YES | NO |
| 4. Are the duties of personnel who receive and deposit cash separate from investments, cash disbursing, and bookkeeping? | YES | NO |
| 5. Are cash receipts adequately safeguarded before deposit? | YES | NO |
| 6. Is responsibility for the petty cash fund vested in only one person? | YES | NO |
| 7. Are petty cash disbursements supported by signed receipts which are attached to reimbursement vouchers? | YES | NO |
| 8. Are check signers designated by resolution? | YES | NO |
| 9. If a mechanical check signer is used, is the signature plate under adequate control? | YES | NO |
| A. Are there procedures to control and record the check numbers and amount of checks signed? | YES | NO |
| 10. Is there adequate security over blank checks? | YES | NO |
| 11. Are the duties of personnel who disburse cash separate from the function of approving vouchers? | YES | NO |
| 12. Are bank statements reconciled monthly? | YES | NO |
| A. Is the sequence of check numbers accounted for? | YES | NO |
| B. Are check endorsements scrutinized? | YES | NO |
| 13. Are outstanding checks older than 6 months investigated? | YES | NO |

14. Are investments under the control of a responsible official who does not receive or disburse cash?	YES	NO
15. Are all investments issued in the name of the district?	YES	NO
16. Are all investment transactions approved by the governing body?	YES	NO
17. Are all investments permitted by law or bond agreement?	YES	NO
18. Are perpetual records of investments reflecting all pertinent information maintained?	YES	NO
19. Is interest income verified?	YES	NO
A. Is it promptly recorded in the accounting records?	YES	NO
20. Are investments examined periodically and verified with the detail record and control account?	YES	NO
21. Are investments protected against loss or theft?	YES	NO

Accounts Receivable and Income
(District Taxes, User Charges and Miscellaneous)

1. Has the district tax levy been verified with the Abstract of Ratables	YES	NO
2. Does the district tax revenue agree to the tax levy?	YES	NO
3. Are billings to users independently verified?	YES	NO
4. Is there segregation of duties between accounts receivable, record maintenance, billing, and receipt of cash?	YES	NO
5. Are total accounts receivable balances verified with the accounts receivable control periodically?	YES	NO
6. Are delinquent accounts receivable reviewed and collection procedures initiated by a responsible official?	YES	NO
7. Are accounts receivable records promptly posted?	YES	NO
A. Billings to users?	YES	NO
B. Cash receipts?	YES	NO
8. Are adjustments to accounts receivable approved by a responsible official?	YES	NO

Inventory

1. Is the storage area properly safeguarded to prevent damage to materials and unauthorized removal?	YES	NO
2. Do quantities appear reasonable for normal consumption?	YES	NO
3. Are physical inventories taken annually?	YES	NO

Accounts Payable and Purchasing

1. Are the following requirements of the Local Public Contracts Law (40A:11) being followed and documented:		
A. Competitive bidding and contract award?	YES	NO

B. Informal quotations on purchases not requiring public bidding (40A:11-6.1)?	YES	NO
C. Certificate of availability of funds prior to award of contracts (Reg. 5:30-14.5)?	YES	NO
D. Resolutions adopted and advertised authorizing agreements for professional services (40A:11-5)?	YES	NO
E. Emergency purchases and contracts (40A:11-6)?	YES	NO
2. Are prenumbered purchase orders issued for all purchases, except petty cash purchases?	YES	NO
3. Is there a record of all purchase orders issued?	YES	NO
4. Are quantities and descriptions of materials and supplies received:	YES	NO
A. Compared to purchase orders?	YES	NO
B. Compared to vendors' invoices?	YES	NO
C. Verified with packing or delivery slips?	YES	NO
5. Are open purchase orders reviewed periodically?	YES	NO
6. Do vouchers approved for payment contain:		
A. Signature of person who verified quantities and description of materials received or services rendered?	YES	NO
B. Copies of purchase order, delivery slips, etc.	YES	NO
7. Were all vouchers approved by the governing body?	YES	NO
8. Is there segregation of duties between the purchasing, receiving and cash disbursement functions?	YES	NO
9. Are total accounts payable balances verified with the accounts payable control periodically?	YES	NO

Payroll

1. Are the functions of payroll preparation and distribution separated?	YES	NO
2. Are names added to and deleted from payroll and rates of pay changed only upon written authorization?	YES	NO
3. Are new employees, employee promotions and rates of pay approved by the governing body?	YES	NO
4. Are payroll deductions promptly paid to the proper agencies?	YES	NO
5. Are records maintained to control and verify vacation time, sick leave, etc. taken and accumulated?	YES	NO
6. Are all employees paid by check?	YES	NO
7. Is there a separate bank account for payroll disbursements?	YES	NO
A. Are deposits in exact amount of payroll?	YES	NO
B. Is the payroll bank balance reconciled monthly by someone independent of payroll preparation?	YES	NO
C. Are payroll procedures established by resolution of the governing body?	YES	NO

Property, Plant and Equipment

- | | | |
|--|-----|----|
| 1. Are detailed fixed asset records maintained? | YES | NO |
| A. Are fixed assets properly identified with the fixed asset records? | YES | NO |
| B. Are additions and deletions properly authorized and promptly recorded? | YES | NO |
| 2. Is the documentation substantiating the cost of fixed assets permanently filed? | YES | NO |
| 3. Is there a written policy defining items to be capitalized and those to be expensed? | YES | NO |
| 4. Does the capitalization of interest and other indirect costs conform to accounting principles? | YES | NO |
| 5. Do fixed asset additions conform to the adopted or amended capital budget? | YES | NO |
| 6. Are fixed assets carried on the accounting records at cost or, if acquired by gift, at fair market value at date of gift? | YES | NO |
| 7. Is a physical inventory of fixed assets taken periodically and verified to fixed asset records? | YES | NO |
| 8. Are dispositions of fixed assets properly recorded and sales proceeds promptly accounted for in the accounting records? | YES | NO |
| 9. Are fixed assets properly safeguarded against loss by fire, unauthorized use or theft? | YES | NO |

Long and Short Term Debt

- | | | |
|--|-----|----|
| 1. Is a detailed record such as a bond or note register maintained of debt issued and outstanding? | YES | NO |
| A. Are principal and interest due dates and amounts reflected and date of payment recorded? | YES | NO |
| 2. Are debt issues properly authorized by the governing body? | YES | NO |
| 3. Does the expenditure of borrowed funds conform to the purposes authorized? | YES | NO |
| 4. Are paid bonds and notes properly cancelled and accounted for? | YES | NO |
| 5. Are required sinking fund deposits promptly made? | YES | NO |

Capital Leases

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|---|-----|----|
| 1. Have all capital leases been approved by the voters? | YES | NO |
| 2. Has the project financing for capital leases been approved by the Local Finance Board? | YES | NO |

Budget System

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|--|-----|----|
| 1. Were the adopted operating budget and amendments thereto approved by the Director of Local Government Services? | YES | NO |
| 2. Were the adopted budgets and amendments recorded in the minutes? | YES | NO |
| 3. Are there sufficient controls to monitor expenses and revenues against budgeted amounts? | YES | NO |
| 4. Is a budget status report periodically furnished to the governing body? | YES | NO |
| 5. Are appropriations encumbered when purchase orders are issued? | YES | NO |
| 6. Are fixed assets acquired through budget appropriations properly capitalized? | YES | NO |

Grant Management

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|--|-----|----|
| 1. Is a permanent file of each grant maintained? | YES | NO |
| 2. Does the accounting system provide details of eligible expenditures to be reimbursed from each grant? | YES | NO |
| 3. Is each expenditure reviewed for compliance with the terms of the applicable grant? | YES | NO |
| 4. Are all required reports promptly filed with the grantor agency? | YES | NO |
| 5. Were grant reimbursement requests filed promptly? | YES | NO |
| 6. Are assets acquired from grant funds properly identified? | YES | NO |
| 7. If indirect costs are chargeable to grants, has the method of allocation been approved? | YES | NO |

Electronic Data Processing

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|--|-----|----|
| 1. Does the district utilize electronic data processing for accounting or financial functions?
(If "no," disregard items 2 through 10). | YES | NO |
| 2. If "yes," was the system approved by the Division of Local Government Services? | YES | NO |
| 3. Are there sufficient audit trails to identify documents being processed and identify output? | YES | NO |
| 4. Are master files updated periodically and on schedule to prevent loss of data in transaction files? | YES | NO |
| 5. Are there periodic printouts of updated files by E.D.P. transactions? | YES | NO |
| 6. Are authorized users validated by user codes and passwords? | YES | NO |
| 7. Are terminals located in a secure area, to prevent access by unauthorized personnel? | YES | NO |
| 8. Are there copies of all critical materials such as programs, master files, transaction files, etc.? | YES | NO |
| 9. Are these copies stored in a safe location (offsite or in a fireproof vault onsite)? | YES | NO |

10. Are mechanisms in place to guard against loss due to power failures, fire, flood, etc.? YES NO

THE FOREGOING QUESTIONNAIRE MUST BE SEPARATELY FILED WITH THE DIVISION OF LOCAL GOVERNMENT SERVICES FOR EACH REPORT OF AUDIT. IT IS NOT TO BE BOUND IN THE REPORT.