

Examiners of Public Accounts Compliance Audit Property Requirements

- *They need a copy of the designation letter for the current property manager (Property Manager Designee Form).*
- *They will verify that this matches the information on file with the State Auditor's Office.*
- *From the property manager, they will need to see copies of the letters that should have accompanied the information submitted to the State Auditor's Office annually to document that a full and complete inventory of all non-consumable personal property was performed (Year-End Letter). They will need to see all these submitted for the period under examination.*
- *They will be obtaining and reviewing the results of the most recent inventory performed by the State Auditor's Office so keep a copy of your audit letter we send after the audit is completed.*
- *They will need to see all written receipts are executed for personal property for which responsibility rests with someone other than the property manager. (Signed Person Responsible Reports – annually).*
- *They will be selecting items from a listing of agency property items and comparing information on the property listing such as property numbers, serial numbers, description, cost, etc. to the actual property item as well as how it is recorded in the State Auditor's Asset Management system.*
- *They need to see the SD-1's AND supporting documentation processed during the examination period and will test a selection of these to determine that they processed correctly and that the information on the hard copies matches the information in the State Auditor's Asset Management system.*
- *They will also be testing that information on newly acquired property (whether acquired by direct purchase, transfer, or donation) is being entered accurately into the State Auditor's Asset Management system in a timely manner.*