



THE CITY OF WARWICK FINANCE DEPARTMENT

REQUEST FOR PROPOSAL FOR AUDITING AND AGREED-UPON PROCEDURES SERVICES

May 2023

**THE CITY OF WARWICK
REQUEST FOR PROPOSALS**

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I. ENGAGEMENT OVERVIEW

A. General Information & Requirements

The City of Warwick is requesting proposals from qualified firms of certified public accountants to perform an audit of its financial statements, along with those of the Warwick School Department. The term of this engagement is for the fiscal years ending June 30, 2023 through June 30, 2025.

The City of Warwick is required to have an annual audit of its financial statements performed by an independent Certified Public Accounting Firm, following the close of the June 30th fiscal year. This annual audit is required by the Federal Government under the Single Audit Act of 1984, as amended by the Single Audit Amendments of 1996 (United States Code, Title 31, Section 75). It is also required by the State of Rhode Island (R.I.G.L. 45-10-4 and 45-10-5); and by the City of Warwick (City Charter Sections 6-3.4 and 9-12).

The Warwick School Department has implemented the state mandated Uniform Chart of Accounts (UCOA). The auditors engaged to perform the annual audit of the District shall also be engaged to report on their tests of compliance with the School UCOA requirements in an agreed-upon procedures compliance attestation format.

The City of Warwick Finance Department is responsible for establishing the specifications for each audit, recommending the selection of the audit firm to the City Council, and measuring the performance of this firm against the predetermined specifications.

There is no expressed or implied obligation for the City of Warwick to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All inquiries concerning these specifications should be addressed to Lynne Prodger, City Treasurer, or Angela Murray, City Controller, at (401) 738-2015.

During the evaluation process, the City of Warwick reserves the right to request additional information or clarifications from participants, or to allow corrections of errors or omissions. The City reserves the right to award in part or in full to serve the City's best interest. The City also retains the right to reject all bids.

B. The Scope of the Engagement

The selected auditors will express an opinion on the fair presentation of the City's basic financial statements, which will include government-wide financial statements, fund financial statements, and notes to the financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information as required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

Required Supplementary Information shall include:

- Management's Discussion and Analysis

- Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
- Schedules related to defined benefit pension plans and OPEB plans, if applicable

The City also desires the auditor to express an "in-relation-to" opinion on the supplementary financial statements and schedules based on the auditing procedures applied during the audit of the basic financial statements.

Supplementary financial statements, schedules and information shall include:

- Combining fund financial statements shall be presented as supplementary information for all non-major governmental funds. Each non-major fund (included within the Special Revenue Funds, Capital Projects Funds, Debt Service Funds, and Permanent Funds) shall be presented as separate columns in the combining fund financial statements. Similarly, combining financial statements shall also be presented for each of the other fund types when there is more than one internal service fund, enterprise fund, and fiduciary fund.
- Combining financial statements shall be presented for the General Fund when separate funds are maintained within the accounting system but the funds do not qualify as special revenue funds, in accordance with generally accepted accounting principles, and are merged with the General Fund for financial reporting purposes.

If applicable, an audit of major programs shall be performed in accordance with the criteria outlined in OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements.

- The auditors shall audit major programs as required by OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance) - Subpart F – Audit Requirements and express an opinion on compliance for each major program.
- Major programs shall be determined in accordance with guidance provided in OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance) - Subpart F – Audit Requirements.
- The auditor is not required to audit the supplementary schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

While one audit report is produced, the selected auditors will also be required to separately audit the financial statements and procedures of the Warwick School Department. Additionally the selected auditors will report on the fair presentation of the general ledger, expense, and revenue data submission of the school unrestricted fund, school special revenue funds, restricted and unrestricted grant funds, enterprise funds, and school activity accounts.

The selected auditors will also be required to perform an audit of all school activity accounts for compliance with the School Department's School Activity Account Guidelines and IRS regulations concerning forms W-9, 1099, and independent contractor regulations. The firm will perform an on-site audit at each school with the assigned school treasurer.

Other schedules may be required by the City and/or the State of Rhode Island Director of Revenue, Auditor General, and Department of Education or as required by the applicable

section of the general laws such as, Rhode Island General Law Section (RIGL) 45-10-6 (Contents of Audit Report).

- The Tax Collector's Annual Report shall be presented within Other Supplementary Information to meet the requirements of RIGL 45-10-6 for additional information to the basic financial statements. The Tax Collector's Annual report should be presented in accordance with the revised format requirements of the RI Department of Revenue - Division of Municipal Finance (available on the Division's website). The auditors engaged to audit the municipality's financial statements shall also report on the Tax Collector's Annual Report, as supplementary information ("fairly presented in relation to the municipality's basic financial statements").
- Municipal Transparency Portal (MTP) - Enacted legislation amended Rhode Island General Laws §45-12-22.2 and §44-35-10 to improve required reporting by creating the Municipal Transparency Portal (MTP) which will represent a centralized location for municipal financial information. Each municipality shall include their Annual Supplemental Transparency Report, MTP2, within their annual audited financial statements. This requires one schedule that includes (1) municipal reportable government services and (2) all school services (consistent with RIDE UCOA requirements). The Annual Supplemental Transparency Report, MTP2, included within the annual audit report shall also include reconciliation to the amounts included in the fund level financial statements.

The auditors engaged to audit the municipality's financial statements shall also report on the Annual Supplemental Transparency Report (including the reconciliations), MTP2, as supplementary information ("fairly presented in relation to the municipality's basic financial statements").

Auditors are not required to opine on the municipality's determination of "reportable government services" (RGS) as defined in Section 2.1 of the Municipal Transparency Portal Implementation Guidance. The municipality will make the determination of "reportable government services" for inclusion in the various reports required to be submitted through the municipal transparency portal. However, auditors will be expected to review the reconciliations as part of the Annual Supplemental Transparency Report, MTP2, (required for inclusion in the audited financial statements as supplementary information) to assess the inclusion of amounts reported which are not within the municipality's or school's general fund.

The format of the required MTP schedules and related reconciliations, as well as, the typical timeline for filing of the annual municipal data report and coordination with annual financial statement audit, are detailed in the MTP Implementation Guidance (available on the Division of Municipal Finance website: Municipal Transparency Portal | RI Division of Municipal Finance).

The Independent Auditor's Report shall include reference to the Annual Supplemental Transparency Report, MTP2, as supplementary information. See the Municipal Transparency Portal Implementation Guidance for additional information.

C. Reporting

Following the completion of the audit of the fiscal year's financial statements, the auditor shall report on:

1. The fair presentation of the financial statements in conformity with generally accepted accounting principles based upon an audit performed in accordance with generally accepted auditing standards and Government Auditing Standards. The auditor shall also make reference to, but not opine on, required supplementary information consistent with reporting guidance in the applicable AICPA Audit Guide.
2. Supplementary financial statements, schedules and information being fairly stated in all material respects in relation to the basic financial statements as a whole.
 - The supplementary information shall include combining fund financial statements (and if applicable, General Fund combining financial statements), the Annual Supplemental Transparency Report (MTP2, including the reconciliations), and the Tax Collector's Annual Report.
3. Internal control over financial reporting and on compliance and other matters based upon an audit of financial statements performed in accordance with Government Auditing Standards.
4. Reports and summaries related to federal financial assistance as required by OMB Guidance (the auditor should refer to applicable OMB guidance in effect and the applicable AICPA Audit Guide for reporting guidance) and a completed Form SF-SAC, "Data Collection Form for Reporting on Audits of State, Local Governments, Indian Tribes, Institutions of Higher Education, and Non-Profit Organizations" to be submitted in accordance with the current method of submission for Form SF-SAC and Single Audit reporting packages (per OMB public Notice), to the Federal Audit Clearinghouse Internet Data Entry System.
5. The supplementary schedule of expenditures of federal awards (SEFA) - the auditor is to provide an "in-relation-to" opinion on the SEFA, based on the auditing procedures applied during the audit of the financial statements.
6. Other reports that may be requested by the Director of Revenue and/or Auditor General or as required by the applicable section of the general laws.

D. Auditing Standards Defined

These audits are to be performed in accordance with Generally Accepted Auditing Standards, the standards for financial audits set forth in Government Auditing Standards issued by the Comptroller of the United States, the provisions of the Federal Single Audit Act of 1984 (as amended by the Single Audit Amendments of 1996) and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements. The audit shall also meet any minimum requirements of both the Auditor General and the Department of Education of the State of Rhode Island.

In conjunction with the Single Audit Act of 1984 (as amended by the Single Audit Amendments of 1996), the Auditors must also report on the following:

- a. Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- b. Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance
- c. Schedule of Findings And Questioned Costs
- d. Schedule of Expenditures of Federal Awards
- e. Notes to Schedule of Expenditures of Federal Awards

f. Data Collection Form

Upon completion of the audit, the City requires a two-part management letter. The first part should pertain to city recommendations and the second part should focus on the school department. The management letter should discuss any opportunities for strengthening school and municipal internal controls and improving operational efficiency. A copy of the management letter shall also be provided to the State Director of Revenue and the Auditor General.

E. Selection of the Auditors

The City of Warwick engages auditors to conduct its annual audit upon selection through a competitive bidding process. The City's Finance Department reviews audit specifications triennially, makes any necessary adjustments, and requests proposals for the subsequent engagement. The City is now requesting proposals for audits of the 2023, 2024, and 2025 fiscal years.

Proposals will be publicly opened on the date specified in the accompanying "Notice to Bidders". The Finance Department will review each proposal received and will request any additional information necessary to fairly evaluate any given proposal. Each proposal will be available for inspection by competing proposers and the general public.

The selection of the audit firm will be based upon the following criteria:

1. Technical Qualifications

a. General

The selected Certified Public Accounting Firm must meet the standards for financial audits set forth in Government Auditing Standards (the "Yellow Book") issued by the Comptroller General of the United States.

b. Independence

The private auditor must meet the independence requirements of the American Institute of Certified Public Accountants and the independence requirements of Government Auditing Standards. In accordance with these standards, the firm should provide an affirmative statement that it is independent of the City of Warwick and all component units of the City. This requirement must be complied with during the entire term of the audit.

c. License to Practice in Rhode Island

The firm must possess a Certified Public Accountant's license and permit issued by the State of Rhode Island Board of Accountancy. (An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Rhode Island.) This requirement must be complied with during the entire term of the audit.

d. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement will be performed. The firm should provide as much information as possible regarding the number, qualifications, experience, and training, of the partners, managers, specialists, the senior accountant in charge of the fieldwork, and other staff personnel who would

be assigned to the engagement. In particular, the senior accountant in charge of fieldwork must be a certified public accountant. Information regarding the firm's ability to provide incidental "non-audit" services should also be included.

The audit organization shall have an appropriate internal quality control system in place and participate in an external quality control review program as required by Government Auditing Standards. The organization is required to submit a copy of the report of their most recent external quality control review report and also submit the results of any subsequent review performed during the term of the contract. Please include a statement of whether that quality control review included a review of specific government engagements.

The firm should provide a listing of current clients, as well as a summary of the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. (Of specific interest is experience in large governmental audits - budgets exceeding \$50 million - with emphasis on municipal and school audits.) Finally, the firm should provide a listing of professional references.

e. Continuing Education

The audit organization and the individuals responsible for planning, directing, conducting substantial portions of the fieldwork, or reporting on government audits shall meet the continuing educational requirements of Government Auditing Standards issued by the Comptroller General of the United States.

f. Professional Liability

The organization must provide the amount and type of professional liability insurance coverage they maintain. The organization shall have at the time of proposal, and throughout the period of engagement, professional liability insurance coverage of not less than \$1 million. Additionally, they must provide a listing of any professional complaints pending or resolved against the firm or any of its partners with the state boards of accountancy, or any self-regulatory, professional or government authority including, but not limited to, the AICPA or the Rhode Island Board of Accountancy. Information regarding any lawsuits or claims against the firm, pending or resolved, should also be included.

g. Fee Schedule

The organization shall complete the Bid & Contract Form summarizing the following fees:

- The firm's fees for performing the city audit for each of the three years
- The firm's fees for performing the school audit for each of the three years
- The firm's fees for performing the school uniform chart of accounts agreed-upon procedures for each of the three years
- The firm's hourly fees for special work (for each level of the professional staff)
- The cost of a performance bond for each of the three years. (Note: This bond may be implemented at the City's discretion.)

Continuation beyond the initial fiscal year of the three year contract will be at the discretion of the City of Warwick.

2. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the required services. The following information should be included:

- a. Proposed segmentation of the engagement.
- b. Level of staff and estimated hours assigned for each segment.
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- d. Use of EDP Software.
- e. Type of analytical procedures to be used.
- f. Approach to be taken to gain and document an understanding of the City's internal control structure.

3. Compensation

The sealed bid should contain all pricing information relative to performing the engagements as described in this request for proposal. The City requires submission of a separate fee schedule for the City audit, the School Department audit, and the uniform chart of accounts agreed-upon procedures. The fees should be listed on the Bid & Contract Form provided in this package. They should include **all costs** – both direct and indirect. Additionally, the firm should submit a schedule of professional fees which would be used by the City should it require any incidental or “non-audit” services during the life of the contract. This fee structure should be comprehensive and include Partner, Manager, Specialist, Supervisor, and Staff levels. In accordance with Government Auditing Standards, the firm providing non-audit services must evaluate whether providing the services creates an independence impairment either in fact or appearance with respect to the audit of the City. The firm should refer to Government Auditing Standards for additional guidance.

Any amendments to the contract for additional work will be negotiated in good faith. Provided, however, in the event that the parties cannot mutually agree on additional work to be performed and the cost for said work, then the City, as its option may rescind the option period.

4. Evaluation of Proposals

An evaluation committee will be comprised of individuals knowledgeable about auditing and financial reporting matters. Proposals will be evaluated using the following scoring weights resulting in a maximum score of 100 points:

	Maximum points
Overall qualifications and experience of the firm and the specific engagement personnel to be assigned focusing on experiences with governmental entities and the specific line of business or services provided by the entity to be audited.	40
Overall audit approach and audit strategy described and/or outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines should be factored in here)	30

Audit fees - See formula for points awarded for audit fees (*) 30	30
Maximum evaluation points 100	100

* Evaluation technique – audit fees

Audit fee score = (lowest qualified bid/bid for firm being evaluated) X 30 points

Example: Assuming 3 bids received were: (firm A) - \$40,000, (firm B) - \$46,000, (firm C) - \$50,000

Firm A (the lowest bidder) awarded 30 points $\$40,000/\$40,000 \times 30 \text{ points} = 30$

Firm B awarded 26 points $\$40,000/\$46,000 \times 30 \text{ points} = 26$

Firm C awarded 24 points $\$40,000/\$50,000 \times 30 \text{ points} = 24$

An evaluation grid will be prepared summarizing the scoring by each member of the evaluation committee and the composite ranking. If any firm is disqualified and therefore not evaluated, the reason for such action shall be documented.

5. Final Selection

Final selection of the audit firm requires the approval of the Warwick City Council and the Warwick School Committee. The engagement agreement will state the scope of the engagements, outline both parties' obligations, indicate the fee structure for each year of the engagement, and stipulate the City's remedies in the event of poor quality work and both parties' remedies in the event of other contractual defaults.

II. DESCRIPTION OF THE AUDIT ENVIRONMENT

A. Description of the City Government

Established in 1642, Warwick was incorporated as a City in 1931. The City, which has the second largest population in Rhode Island, is located 10 miles south of the state capital, Providence. Warwick operates under a legislative charter providing for a nine-member council elected for two-year terms. All legislative powers of the City are vested in the City Council. Members of the City Council are elected from each of the City's nine wards. In addition, a Mayor is elected for a two-year term and is the chief executive and administrative officer of the City. The Mayor is responsible for the administration and management of all offices, departments and agencies except as otherwise provided by the City Charter. Duties of the Mayor include appointment of officers and employees of the City, preparation and presentation of the annual budget to the Council and performance of other duties that are required by ordinance or resolution. The Mayor has veto power over ordinances passed by the City Council, subject to being overridden by two-thirds vote of the City Council.

A five-member School Committee directs the general administration of Warwick's Public School System. Three members are elected from designated school districts and two are elected at-large. The Warwick School Committee determines and controls all policies affecting the administration, construction, maintenance, and operation of the public schools. The Committee also appoints a Superintendent of Schools as its chief administrative agent and such other administrative officers as are considered necessary.

The fiscal 2023 budget for the City of Warwick amounts to \$341 million – of this, \$162.2 million relates to the City and \$178.8 million relates to the School Department.

B. City Financial Management Structure

As set forth in the City Charter, the Department of Finance is responsible for the supervision and direction of all matters pertaining to municipal financial operation, accounting, budgeting, purchasing, expenditure control, tax assessment, and the collection of taxes and other revenues. The Finance Director, who reports directly to the Mayor, oversees the activities of the Department. Individual finance functions are managed by the Treasurer, Management Information Systems Director, Tax Collector, and the Purchasing Agent.

School Department financial, budgetary, and accounting functions are the responsibility of the Director of Finance & Operations, who reports directly to the Superintendent. All financial functions of the School are handled separately from those of the City. The School Department generates separate accounts payable and payroll checks.

C. The Budgetary and Accounting Process

The fiscal year of the City of Warwick begins on July 1st in each calendar year. At least thirty days prior to the start of the fiscal year, the Mayor must submit an operating budget to the City Council for approval. The City Council reviews the Mayor's proposed budget and holds a public hearing thereon. The Council may insert new items or change the line items as presented by the Mayor, but it must provide the funding for any expenditure increases. The budget shall be adopted by the favorable votes of at least a majority of all the members of the Council. Upon adoption, and with the approval of the Mayor, it becomes the annual appropriation ordinance for the ensuing fiscal year. The budget ordinance must be formally adopted by the 15th day of June.

Upon the legal enactment of the budget, the Finance Department is responsible for establishing budgetary control over each appropriation. The Mayor and Finance Director

may approve transfers of appropriations made within the same department. Inter-departmental transfers, however, require City Council approval.

Generally, the encumbrance of appropriations begins with department requisitioning. Contracts for the purchase of materials and services exceeding \$1,000 must be formally bid. In addition, contracts exceeding \$2,500 must be awarded by the City Council. Authorized contracts, purchase orders, and requisitions are encumbered until materials have been received or services performed.

The enacted budget is posted in the City's automated financial system. The status of appropriations versus expenditures and revenue estimates versus receipts are updated daily and reported along with each fund's general ledger accounts.

D. Municipal Accounting and Management Information Systems

The City's accounting function is entirely automated, utilizing the MUNIS governmental accounting software. The City maintains several interactive modules, including general ledger, payroll, accounts payable, purchase orders, budget processing, tax collection, and utility billing. This system allows for effective interfund transactions, with the majority of the cash activity flowing through the general fund.

Municipal funds and accounts have been established in accordance with standards prescribed by GASB (Governmental Accounting Standards Board). The City's fund structure is summarized below – it is approximate and subject to change as necessary. (Note: Both City and School Funds are included here.)

1. General Fund – Major Fund
2. Special Revenue Funds
 - a. School General (Unrestricted) Fund – Major Fund
 - b. Special Detail Fund
 - c. City Clerk Restricted Fund
 - d. Emergency Operations - City
 - e. Warwick Public Library Restricted Account
 - f. Open Space Land Dedication
 - g. Sewer Connection Grants
 - h. Excess Hotel Tax Reserve
 - i. Mooring Fee Reserve
 - j. Senior Center Gift Shop
 - k. Police JAG Grant
 - l. Federal Asset Forfeiture Fund
 - m. State Asset Forfeiture Fund
 - n. Community Development Block Grant
 - o. HUD Disaster Recovery Grant
 - p. School Lunch Fund
 - q. School Restricted Funds (approx. 67)
 - r. Home Improvement Loan Escrow Account
 - s. Drug Seizure Fund
 - t. Rescue Service (component of General Fund)
3. Capital Projects Funds (approx. 7)

4. Enterprise Funds
 - a. Sewer Fund – Major Fund
 - b. Sewer Assessment – Major Fund
 - c. On Site Revolving Loan Program
 - d. Sewer Renewal & Replacement Fund
 - e. Sewer Infrastructure Replacement Fund
 - f. Emergency Operations - Enterprise
 - g. Water Fund – Major Fund
 - h. Water Infrastructure Replacement Fund
 - i. Water Restricted Emergency Fund
 - j. Water Renewal & Replacement Fund
5. Pension Trust Funds (6)
6. Private Purpose Trust Funds (3)
7. Custodial Funds* (5), including School Activity Accounts

** with the implementation of GASB Statement No. 84, these funds will need to be assessed whether they should be reported as custodial funds or within general fund or a special revenue fund.*
8. Debt Service Fund
9. Internal Service Funds
 - a. Workers Compensation
 - b. Healthcare Management - City
 - c. Healthcare Management - School

E. School Accounting and Management Information Systems

The School Department maintains two separate operating bank accounts - a payroll account and an accounts payable account. The School Department generates and disburses its own checks. Upon receipt of approved warrants, the City Treasurer is responsible for wiring money into these accounts and reviewing all accounts payable checks before they are disbursed. Payroll taxes are also remitted and reported on a separate basis by the School payroll staff.

The School Department's accounting system is autonomous from the municipal system. Separate hardware and software platforms are maintained. The School utilizes the Alio Financial Management Software. The School's accounting function involves posting all warrants and adjustments to the appropriate expense line items, using the modified accrual basis of accounting. On the municipal side, these entries are posted to appropriation accounts when the funds are actually wired to the School Department.

The School Department is responsible for the preparation of the Uniform Chart of Accounts Data Submission to the RI Department of Education. The City and School reconcile interfund receivables and payables throughout the year. The Auditor will be responsible for auditing a final reconciliation after all year end entries have been processed. At that time, the City may request assistance in resolving any interfund variance, exceeding \$15,000, which might exist. The terms of this contract will include this assistance. If the scope of service becomes more comprehensive, and the firm should provide non-audit services, it must evaluate whether providing the services creates independence impairments as defined by Government Auditing Standards.

III. ENGAGEMENT SPECIFICATIONS

A. Responsibilities of the City

The City Controller and School Controller will close their respective funds upon the completion of the fiscal year. These closings will include a series of adjusting journal entries, which are intended to ensure that each fund is presented fairly and contains no material misstatements.

The City will provide adjusted trial balances for each municipal fund. Workpapers supporting all material balance sheet accounts will be available for auditing use and will be referenced in a convenient format. Workpaper copies, source documents and general ledgers will be furnished as requested. The City will provide the Letter of Transmittal, the Management Discussion and Analysis, the Organizational Chart, the Listing of City Officials, and the Statistical Tables. These items must be reviewed by the auditors for completeness.

The School will provide trial balances for each school fund. Necessary supporting documents and schedules will be available at the School Department.

Control over financial statement presentation will remain with the City's Department of Finance provided that the statements conform to generally accepted accounting principles. This control shall extend to the determination of report combinations, the selection of report line items, the formatting of combining statements, footnote schedules, and supplemental data.

B. Responsibilities of the Audit Firm

City of Warwick and Warwick School Department

In accordance with Rhode Island State Law, the annual audit shall be completed and final audit reports (inclusive of all audit communications related to the financial statements) shall be delivered to the City of Warwick, State Auditor General, and State Director of Revenue within six months after the close of the fiscal year. The filing deadline for the City of Warwick is December 31st. A copy of the final written correspondence between the audit firm and those charged with governance (e.g. Statement of Auditing Standards – The Auditor's Communication with Those Charged with Governance) shall also be delivered to the State Auditor General.

Auditors should have performed the test work necessary to complete the UCOA Agreed-Upon Procedures before issuing the audited financial statements. The School Department must provide the agreed-upon procedures report to the Rhode Island Department of Education and the Office of the Auditor General at the conclusion of the annual audit or the revised timeline established by the Rhode Island Department of Education and the Office of the Auditor General.

The audits are to be performed in accordance with generally accepted auditing standards, and *Government Auditing Standards*, to determine whether the City and School's financial statements are in compliance with generally accepted accounting principles. The audit firm will be required to prepare draft financial statements, notes, and supplementary schedules (as referenced below) based on City and School provided trial balances, journal entries approved by management, and other financial information. Management acknowledges responsibility for the financial statements, notes, and supplementary schedules. The Annual Comprehensive Financial Report to be issued must include, but will not be limited to, the following:

1. **(100) Copies of the complete City of Warwick Annual Comprehensive Financial Report, as described below:**

a. **Introductory Section**

- Table of Contents
- Letter of Transmittal (Prepared by City if applying for ACFR)
- City of Warwick Organizational Chart (Prepared by City)
- List of City Officials (Prepared by City)

b. **Financial Section**

- Independent Auditors' Report (Prepared by Audit Firm)
- Management Discussion And Analysis (Prepared by City)
- Basic Financial Statements (Prepared by Audit Firm)
 - Statement of Net Position - Government-wide
 - Statement of Activities - Government-wide
 - Balance Sheet - Governmental Funds
 - Reconciliation of Governmental Funds Balance Sheet to Government-Wide Statement of Net Position
 - Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds
 - Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance to Government-Wide Statement of Activities
 - Statement of Net Position – Proprietary Funds
 - Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Funds
 - Statement of Cash Flows – Proprietary Funds
 - Statement of Fiduciary Net Position
 - Statement of Changes in Fiduciary Net Position
 - Notes to the Financial Statements (including comprehensive financial statements for Pension Trust Funds). Footnotes should remain in the format designated by the City. GASB changes should be incorporated as necessary. (As Defined - Prepared by Audit Firm and City)
- **Required Supplementary Information** (Prepared by Audit Firm)
 - Budgetary Comparison Schedule – General Fund Revenues
 - Budgetary Comparison Schedule – General Fund Expenditures
 - Budgetary Comparison Schedule – Revenues and Expenditures – School Unrestricted Fund
 - Budgetary Data & Budgetary Compliance Schedules
 - Pension Plans – Schedule of Changes in Employers' Net Pension Liability and Related Ratios
 - Pension Plans – Schedule of City Contributions
 - Pension Plans – Schedule of Investment Returns

- Pension Plans – Schedule of City’s Proportionate Share of Net Pension Liability – Employees’ Retirement System - Teachers
- Schedule of Changes in Total OPEB Liability and Related Ratios
- Notes to Required Supplementary Information

➤ **Other Supplementary Information** (Prepared by Audit Firm)

- Combining Balance Sheet – Non-major Governmental Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Non-major Governmental Funds
- Combining Balance Sheet – City Special Revenue Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – City Special Revenue Funds
- Combining Balance Sheet – School Special Revenue Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – School Special Revenue Funds
- Combining Balance Sheet – Capital Project Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Capital Project Funds
- Combining Statement of Net Position – Non-major Enterprise Funds
- Combining Statement of Revenues, Expenses, and Changes in Fund Net Position – Non-major Enterprise Funds
- Combining Statement of Cash Flows – Non-major Enterprise Funds
- Other Combining Schedules
 - Combining Balance Sheet for Funds Which Comprise the General Fund
 - Combining Statement of Revenues, Expenditures, and Changes in Fund Balance for Funds Which Comprise the General Fund
 - Combining Statement of Net Position - Internal Service Funds
 - Combining Statement of Revenues, Expenditures and Changes in Net Position - Internal Service Funds
 - Combining Statement of Net Position for Funds Which Comprise the Sewer and Water Funds
 - Combining Statement of Revenues, Expenses and Changes in Net Position for Funds Which Comprise the Sewer and Water Funds
 - Combining Statement of Cash Flows for Funds Which Comprise the Sewer and Water Funds
- Other Supplementary Information
 - Tax Collector’s Annual Report (Schedule of Tax Collections)
 - Analysis of Prior Year Tax Collections
 - Annual Supplemental Transparency Report (MTP2)
 - Combining Schedule of Reportable Government Services with Reconciliation to MTP2 – Municipal
 - Combining Schedule of Reportable Government Services with Reconciliation to MTP2 – Education
 - Notes to Supplementary Information – Annual Supplemental Transparency Report

c. **Statistical Section** (Note: This section will be prepared by the City and is normally unaudited.)

- Net Position by Component
- Changes in Net Position

- Fund Balances, Governmental Funds
- Changes in Fund Balances, Governmental Funds
- Assessed Value and Estimated Actual Value of Taxable Property
- Property Tax Rates
- Principal Taxpayers
- Property Tax Levies and Collections
- Ratios of Outstanding Debt by Type
- Ratios of General Bonded Debt Outstanding
- Legal Debt Margin Information
- Pledged - Revenue Coverage Information
- Demographic and Economic Statistics
- Principal Employers
- Full-Time Equivalent City Government Employees by Function/Program
- Operating Indicators by Function
- Capital Asset Statistics by Function

d. **Single Audit Section** (Prepared by Audit Firm)

- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Of Financial Statements Performed in Accordance with Government Auditing Standards
- Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance
- Schedule of Findings And Questioned Costs
- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards

e. **Data Collection Form**

The auditor will complete and certify the information on the SF-SAC, the federal Single Audit Data Collection Form (filed electronically) as required by OMB Uniform Guidance.

f. **Other Reports**

In conformance with changes in the General Laws of the State of Rhode Island, the audit organization will be responsible for other state mandated reports as requested by the City, Director of Revenue, and the Auditor General, or as required by the applicable section of those general laws.

g. **PDF File**

We request that the Annual Comprehensive Financial Report also be supplied in a PDF format so that it might be transmitted electronically.

h. **CPA Certificate of No Default**

The selected audit firm will provide a certificate certifying that the City remained compliant with the terms of the Sewer Revenue Bond Trust Indenture Agreement with U.S. Bank, originally dated December 30, 2004 and supplemented with each consecutive revenue bond (loan) issue to date.

2. **(50) Copies of the City of Warwick/Warwick Public School Management Letter on Internal Controls and Other Matters.**

The management letter should include comments, and/or recommendations beyond those included in the reports described above on such matters as:

- Policies, procedures, and practices employed by the City and School
- Other matters, for example, control deficiencies that are not significant deficiencies or material weaknesses
- Use of resources to provide a governmental service in a reasonable, judicious, economical, and efficient manner
- Compliance with state laws pertaining to the municipality and with rules and regulations established by the municipality

3. (10) Copies of the final Agreed-Upon Procedures Report on the School Department's compliance with the Uniform Chart of Accounts.

C. Additional Considerations

1. The City and School will expect adherence to a prescribed audit schedule. The City will work with the firm to develop a mutually acceptable timetable. Normally the General Fund and Enterprise Funds are the final funds to be completed, and many times they are not finalized until mid to late November. Given this schedule, it is imperative that the audit firm be equipped to provide adequate staff resources during the month of December to be able to finalize the Financial Report (or ACFR if applied for) by the December 31st deadline.

The City and School will expect periodic meetings with the firm for the purpose of discussing audit progress, adherence to deadlines, and any proposed audit adjustments. Draft copies of all audit reports and the management letter shall be submitted to the City/School prior to the exit conference so that there will be adequate time for review.

2. The Audit Firm selected will be responsible for providing guidance to the City regarding the implementation of all new GASB pronouncements. These statements may affect the content and presentation of the basic financial statements issued through fiscal year 2025. New GASB pronouncements should be reviewed with the City formally during all entrance and exit conferences.
3. If adjustments to municipal and school accounts are discovered during the performance of various auditing tests, these adjustments should be proposed to the Finance Department or School Department when appropriate and in a timely manner. If the cumulative effect of the proposed entries is not determined to be material to the financial statements, the adjustments will be booked at the discretion of the City or School.
4. The Audit Firm will notify the City and School Department upon determining that a particular financial condition warrants a Management Letter comment. This will allow the City and School Department ample time to review and respond to the issue, and to discuss its validity with the Audit Firm.
5. The Audit Firm must allow the City and School access to the audit documentation which details account and report line item balances, proposed adjustments, report schedules, footnotes, cited deficiencies of any type, and management letter comments. The auditors must make this same audit documentation available to the successor auditors upon completion of the term of this engagement.

6. As required by Section 45-10-4 of the RI General Laws, it is understood that the contract between the municipality and the audit firm shall require the auditor or the audit firm to release any and all information obtained in the course of the engagement to the Rhode Island State Auditor General (or his designee). This information includes, but is not limited to financial data, analysis, audit documentation, and memorandum. The audit documentation of the independent auditors shall be made available to the Auditor General (or his designee) upon request. The request for such information by the Auditor General shall be responded to promptly. Failure to provide this information shall constitute a breach of contract, and the contract shall give the Auditor General standing in a court of competent jurisdiction to enforce this provision.
7. Upon the completion of each audit, the City and School will receive one complete copy of audit adjustments, for historical purposes.
8. During the period of the engagement, the City is interested in converting financial reporting to Thousands of Dollars for all funds. The City will be seeking guidance from the audit firm selected in making this conversion.
9. The City and School will be seeking guidance on eliminating or merging a number of non-material special funds currently reported individually in the financial statements.

IV. THE AGREED-UPON PROCEDURES ENGAGEMENT

A. Scope of the Engagement

The Warwick School Department implemented the Uniform Chart of Accounts (UCOA) as promulgated by the Auditor General and Commissioner of Education in accordance with Rhode Island General Law 16-2-9.4. Each municipal school district, regional school district, collaborative, or charter school, which is required to adopt the UCOA, shall have additional compliance testing procedures designed to assess compliance with UCOA requirements and the entity's effectiveness of internal control over compliance with those requirements.

See Appendix A for the agreed-upon procedures. Please note that the agreed-upon procedures may be subject to subsequent modification.

V. PROPOSAL SPECIFICATIONS

A. Proposal Contents

The successful proposal should contain the following:

1. Name(s), Title(s) and Telephone Numbers of the Firm's Contacts
2. The Firm must review their Technical Qualifications, as stated on page 7, by noting the following:

- a. The organization should provide a representation that they are familiar with generally accepted accounting principles for state and local government units and with the generally accepted auditing standards as promulgated by the AICPA; the standards for financial audits set forth in *Government Auditing Standards* issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements, and will conduct the audit in accordance with those standards.
- b. The private auditor must meet the independence requirements of the American Institute of Certified Public Accountants and the independence requirements of Government Auditing Standards. In accordance with these standards, the firm should provide an affirmative statement that it is independent of the City of Warwick and all component units of the City. This requirement must be complied with during the entire term of the audit.
- c. The firm must possess a Certified Public Accountant's license and a permit issued by the State of RI Board of Accountancy.
- d. A representation that the firm's proposal encompasses all the requirements set forth in this request for proposal, and that there exist no client conflicts which would inhibit the ability to perform the audit in accordance with professional standards.
- e. A profile of the firm, including:
 - The size of the firm
 - The size of the firm's government accounting staff
 - The location of the office from which the work on the engagement will be performed
 - Approximate composition of the firm's practice by service type (i.e.- audit, tax, general accounting, advisory) and by industry (i.e.-non-profit, governmental, health care, manufacturing, other)
 - Current client listing
 - Listing of the most significant engagements performed over the last five years – most especially municipal/school engagements
 - Representation that any sub-contractors, co-proposers, or any other entity providing professional services under the engagement will be subject to, and will have met, all the same applicable requirements as the proposer.
 - Representation that the organization has an appropriate internal quality control system in place and has participated in an external quality control review program as required by *Government Auditing Standards*. Please include a copy of the most recent external quality control review and also submit the results of any subsequent review performed during the term of the contract, with a statement of whether this review included a review of specific government engagements.
 - The amount and type of professional liability insurance coverage maintained. The audit firm shall have at the time of proposal, and throughout the period of engagement, professional liability insurance coverage of not less than \$1 million.
 - A listing of professional complaints pending or resolved against the firm or any of its partners with the state boards of accountancy, or any

self-regulatory, professional, or government authority including, but not limited to, the AICPA or the Rhode Island Board of Accountancy.

- A listing of lawsuits or claims against the firm, pending or resolved.
- A representational copy of the Firm's audited statements, which reflects the quality of the report.

f. Profile of the Professional Staff

- Information regarding the number, qualifications, experience, and training of the professional staff who would be assigned to the engagement
- Profile of the firm's partners and the senior accountant who would be in charge of the fieldwork. Per state standards, the senior accountant must be a certified public accountant.
- Identification of any sub-contractors, co-proposers, or other entity that will be used to provide the professional services sought by the request for proposal.
- Description of the firm's formal training process and representation that the staff has met the continuing education requirements of Government Auditing Standards issued by the Comptroller General of the United States.

3. The firm should provide an explanation of the planned audit approach, including:

- Proposed segmentation of the engagement. Included here should be a detailed time budget and expected completion date for each phase.
- Level of staff and estimated hours assigned for the segments
- Sample sizes and the extent to which statistical sampling is used
- Use of EDP Software
- Type of analytical procedures used
- Approach to be taken to understand and evaluate the City's internal control structure
- Explanation of the firm's assessment of materiality

4. A completed Bid & Contract form, summarizing the following:

- The firm's fees for performing the city audit for each of the three years
- The firm's fees for performing the school audit for each of the three years
- The firm's fees for performing the school uniform chart of accounts agreed-upon procedures for each of the three years
- The firm's hourly fees for special work (for each level of the professional staff)
- The cost of a performance bond for each of the three years. (Note: This bond may be implemented at the City's discretion.)

**The City of Warwick, RI
 Proposal for Professional Auditing Services
 Bid & Contract Form
 Page 1 of 2**

I. Bid

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of the services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below.

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by bond, if required by the specifications.

II. Proposed Fees for Audit Services and Agreed-Upon Procedures

<u>Fiscal Year Ended*</u>	<u>Fee For City Audit</u>	<u>Fee for School Audit</u>	<u>Fee for UCOA Agreed-Upon Procedures Engagement</u>
June 30, 2023	\$ _____	\$ _____	\$ _____
June 30, 2024	\$ _____	\$ _____	\$ _____
June 30, 2025	\$ _____	\$ _____	\$ _____

*Note: Continuation beyond the first year of the contract shall be at the discretion of the City. The City reserves the right to cancel the contract.

Please do not include the cost of a performance bond in the above fee bid price. **Please list the cost of the performance bond separately below:**

Year Ended June 30, 2023 \$ _____
 Year Ended June 30, 2024 \$ _____
 Year Ended June 30, 2025 \$ _____

**The City of Warwick, RI
Proposal for Professional Auditing Services
Bid & Contract Form
Page 2 of 2**

III. Hourly Fees for Special “Non-Audit” Services

Partner	\$ _____
Manager	\$ _____
Specialist	\$ _____
Supervisor	\$ _____
Staff	\$ _____

IV. Firm Information

Company Name	_____
Address	_____

Bidder's Signature	_____
Title	_____
Telephone Number	_____

Please Note: Any representations made with this submission will be relied upon and if proven to be false will be grounds for termination of the contract, if awarded. False representations will also be grounds for forfeiture of all payments under the contract. This will not limit the municipality from seeking other legal or equitable remedies.

APPENDIX A

Uniform Chart of Accounts (UCOA) – Annual Compliance Testing Requirements

EXECUTIVE SUMMARY:

The Office of the Auditor General (OAG) and the RI Department of Education (RIDE) agree to and acknowledge that the procedures (enclosed herein) are appropriate to meet our purposes. The agreed-upon procedures (AUP) that were effective for fiscal 2021 engagements will continue to be effective for fiscal 2022 engagements. Please note, the only revision made to this document was an update to the RIDE contact information below.

Please submit a copy of the UCOA Agreed-Upon Procedures Report to both the OAG and RIDE:

OAG

rina.dibenedetto@rioag.gov

Rina DiBenedetto
Office of the Auditor General
33 Broad Street, Suite 201
Providence, RI 02903
(401) 222-2435

RIDE

Santiago.Guerrero@ride.ri.gov

Santiago Guerrero, Ph.D.
RI Department of Elementary & Secondary Education
255 Westminster Street
Providence, RI 02903
(401) 222-8953

Kevin.Rampenthal@ride.ri.gov

Kevin Rampenthal
RI Department of Elementary & Secondary Education
255 Westminster Street
Providence, RI 02903
(401) 222-8936

OVERVIEW:

Each municipal school district, regional school district, collaborative, State school, or charter school, which is required to adopt the Uniform Chart of Accounts (UCOA), shall have additional compliance testing procedures designed to assess compliance with UCOA requirements and the entity's effectiveness of internal control over compliance with those requirements. The auditors engaged to perform the annual audit of the entity shall also be engaged to report on their tests of compliance with UCOA requirements in an agreed-upon procedures compliance attestation format.

A minimum sample of transactions shall be selected and tested for compliance with UCOA provisions. Additionally, selected UCOA compliance requirements shall be included within the agreed-upon procedures compliance work program.

The municipal school district, regional school district, collaborative, State school, or charter school shall provide the agreed-upon-procedures report along with the entity's audited financial statements to the Rhode Island Department of Education (RIDE) and the Office of the Auditor General by December 31 or at the conclusion of the annual audit if an extension has been approved by the Auditor General. For school districts, regional school districts, collaboratives, State schools, or charter schools which have adopted a fiscal year end other than June 30, the agreed upon procedures report shall also be provided by December 31 for the activity related to the year ended on the preceding June 30.

COMPLIANCE TESTING REQUIREMENTS:

Auditors shall follow the guidance included in the AICPA Codification of Statements on Standards for Attestation Engagements— AT-C Section 105, *Concepts Common to All Attestation Engagements*; AT-C Section 215, *Agreed-Upon Procedures Engagements*; and AT-C Section 315, *Compliance Attestation*. The auditors shall comply with the 2018 Revision of *Government Auditing Standards* requirements for agreed-upon procedures engagements; specifically, paragraphs 7.78 through 7.85.

- 1. A minimum sample of randomly selected expenditure transactions for the municipal school district, regional school district, collaborative, State school, or charter school shall be tested for compliance with UCOA coding requirements.**

Select a sample of 35, 45, or 60 (see below) transactions from the universe of all expenditures in the final UCOA format upload file for the fiscal year as reported to the Rhode Island Department of Education (RIDE). A detailed transaction level file should be obtained from the entity's accounting system to correspond with the final UCOA upload file provided to RIDE for the preceding fiscal year. RIDE will provide a Validation Totals Report to each school district, collaborative, State school, and charter school to confirm the final upload file information. The sample of transactions to be tested for compliance with UCOA coding shall be selected randomly from the detailed transaction file for the fiscal year.

Alternatively, the auditor may obtain a preliminary fiscal year file from the reporting entity's accounting system for purposes of selecting a sample of transactions to test. When a preliminary file is used for selecting the sample, the auditor will be required to reconcile changes from the preliminary file to the final validated upload file and determine the significance of any changes and assess the validity of the sample.

Sample size shall be determined as follows:

- Smaller school districts, regional school districts, collaboratives, State schools, or charter schools having aggregate fiscal year expenditures of less than \$5 million shall utilize a minimum sample size of **35** transactions to be tested for UCOA coding compliance.
- School districts, regional school districts, collaboratives, State schools, or charter schools, having aggregate fiscal year expenditures greater than \$5 million but less than \$50 million, shall utilize a minimum sample size of **45** transactions to be tested for UCOA coding compliance provided there are no significant deficiencies and material weaknesses in internal control over financial reporting related to the accounting and financial reporting practices as reported in the current and prior audit. School districts, regional school districts, collaboratives, State schools, or charter schools with expenditures greater than \$5 million which also have significant deficiencies and material weaknesses in internal control over financial reporting related to the accounting and financial reporting practices as reported in the current and prior audit shall utilize a minimum sample size of **60** transactions.
- School districts, regional school districts, collaboratives, State schools, or charter schools, having aggregate fiscal year expenditures greater than \$50 million, shall utilize a minimum sample size of **60** transactions to be tested for UCOA coding compliance.

Examine supporting vendor invoices, journal entries, and other supporting documentation to determine if the expenditure has been appropriately classified based upon UCOA classification requirements included in the Uniform Chart of Accounts guidance for the fiscal year. The segments of the account number to be tested for compliance shall include the following:

- Fund/Subfund
- Location
- Function
- Program
- Subject
- Object
- Job classification (for applicable personnel costs)

For personnel costs selected for testing, Location (school/department) and Job Classification shall be tested by tracing the employee name to the entity's assignment roster for the applicable school year.

All noncompliance found in the sample of expenditure transactions tested for compliance with UCOA classification requirements shall be reported. Each instance of noncompliance shall describe the transaction and the specific noncompliance observed.

2. UCOA accounts are used and UCOA methodologies are followed in the accounting system and records of each reporting entity. Determine if the entity's systems and procedures support the following UCOA requirements:

- Total activity (revenue and expenditures) of the entity for the fiscal year as reported (uploaded) to the UCOA database as of the final upload date shall be reconciled to the total activity within each Fund/Subfund of the municipal school district, regional school district, collaborative, State school, or charter school as reported in the final audited financial statements.
- The UCOA accounts and methodologies are maintained within the actual accounting systems and are not converted to UCOA requirements outside of the accounting system.

Determine if any variance exists in revenue or expenditures between the total amounts reported (uploaded) to the UCOA database and audited amounts reported within the Fund/Subfund on the financial statements of the municipal school district, regional school district, collaborative, or charter school. Any variances shall be reported. A transfer of appropriations from the municipality's general fund to the unrestricted school fund is treated as revenue in the unrestricted school fund for UCOA reporting purposes and should be reported as a proper reconciling item.

Please Note:

- *The reporting entity will be required to amend its UCOA upload file to include final amounts which reflect audit adjustments, if applicable.*
- *For school districts with a fiscal year end of June 30, the reconciliation between the audited financial statements and the UCOA file is not required to be presented in the AUP reporting package because a three-way reconciliation between the audited financial statements, the Municipal Transparency Portal (MTP) schedules, and the UCOA file would be presented in the audited financial statements as other supplementary information. It shall be noted in the AUP report that the three-way reconciliation is presented in the audit report. All other school entities (i.e., school districts with a fiscal year end other than June 30, charter schools, State schools, and collaboratives) shall continue to include the reconciliation in the AUP report.*

Determine if the amounts reported (uploaded) to the UCOA database are present in form and content within the accounting system of the reporting entity by requesting a copy of the last report of coding errors identified by RIDE just prior to the final upload with zero errors. Trace to the corrections made to the school's accounting system to address the errors. All errors shall be tested, up to a maximum of five errors if more than five errors are listed.

3. Tuition costs are subject to various UCOA coding requirements. Determine if the entity has complied with the UCOA requirements for reporting tuition costs:

- **Tuition costs may be charged to one of eight different expenditure object codes in the 55600 series, depending to whom the tuition payment is made (e.g., another school district within the State, a charter school, a private school, etc - refer to the gray box for details). In addition to tuition charges, the billings from an outside provider may also include costs for personal aides and other similar charges. Such charges are part of the services being provided to the student and should be captured in the same Object account for Tuition costs. This maintains consistency in application of costs of this nature.**

- For all Tuition accounts in the Object 55600 series, the Location will always be an Out-of-District account which will be limited to Location Types 07, 08, 10, 11, and 13.
- An Out-of-District Location is defined not by the geographic boundaries, but by who “owns” the Non-Public/Private School. By definition, all entities to which Tuition is paid are Out-of-District Locations. Accordingly, only Function 431 (Public, Parochial, Private, and Charter School Pass-Throughs) may be used with the Tuition Object codes in the 55600 series.
- The Tuition Object 55600 series may be used with any Fund Type except 40 (Debt Service Funds) and 90 (Custodial Funds).
- For Special Education students, Program 20 is used for students who are district-placed or program 50 for students who are parentally-placed in the alternative location. For non-Special Education students, Program codes 30, 40, 50, or Program 10 series should be used. Program code 30 should be used for tuition payments (and other associated costs) for students to attend Career and Technical programs in other Districts or Charter Schools.
- Any Subject codes can be used with Tuition costs except 2701, 2702, 2703, 9700, 9800, and 9900. Subject Series 2100 is used for Special Education and 1400 series with Career and Technical programs.
- Only Job Classification code 0000 should be used with tuition payments.

Obtain an extract from the accounting system of all transactions posted to the 55600 series object codes (tuition expenditures):

- Select a random sample of 10 transactions. If tuition payments are posted to Program 10 (General Education), at least half of the sample (or five) shall be selected from Program 10. Transactions tested in Compliance Testing Requirement No. 1 may also be used to satisfy the compliance testing requirement for tuition payments if the selected transaction was posted to a tuition object code in the 55600 series.
- Examine the billing invoices (and any additional supporting documentation submitted by the provider) to determine if the expenditure was appropriately coded based upon UCOA rules for tuition payments. The segments of the account number to be tested include the following: object, location, fund, function, program, subject, and job classification codes. Particular attention shall be focused on the program segment and whether career and technical programs are appropriately coded as Program Code 30.

All noncompliance found in the sample transactions tested for compliance with UCOA classification requirements shall be reported. Each instance of noncompliance shall describe the transaction, including the dollar amount and the specific noncompliance observed.

UCOA Rules for Tuition Costs:

Object and Location Types: Use the following object code and location type for tuition costs:

<u>Object</u>	<u>Location Type</u>	<u>Description</u>
55610	Type 07	Tuition to Other School Districts within the State
55620	Type 13	Tuition to Other School Districts outside the State
55630	Type 08	Tuition to Non-Public/Private Schools
55640	Type 118XX	Tuition to Educational Service Agencies (Collaboratives) within the State
55650	Type 119XX	Tuition to Educational Service Agencies (Collaboratives) outside the State
55660	Type 10	Tuition to Charter Schools
55680	Type 07	Tuition to Other School Districts for Voucher Payments
55690	Types 07 - 11	Tuition – Other (Presently, Object 55690 has no identified locations and should not be used unless authorized by RIDE)

Fund: The above tuition object codes may be used with any Fund Type except 40 and 90.

Function: Use Function 431 only

Subject: Use any Subject except 2701, 2702, 2703, 9700, 9800, and 9900. Use Subject Series 2100 for Special Education. Refer to the General Function/Subject Rules and the required Location Type/Subject Rules for guidance on determining the proper Subject account(s) to use with Function and Location accounts, respectively.

Job Classification: Use Job Classification 0000 only

Program: For Special Education Students:

- Program 20 - for Students who are District-Placed (refer to UCOA Manual for the categories of services included in Special Education)
- Program 50 - for Students who are Parentally-Placed in the alternative location

For Non-Special Education Students:

- Program 10 Series - General Education
- Program 30 - Career & Technical
- Program 40 - Bilingual/ESL
- Program 50 - Non-public schools

Program Segment Rules:

DEFINITION: Program 10 - Regular Elementary/Secondary Education Programs. Program 10 (and subprograms 11-15) accounts include activities that provide students in pre-kindergarten through grade 12 with learning experiences to prepare them for further education or training and for responsibilities as citizens, family members, and workers.

- Program 10 series also include alternative education programs that focus on the educational needs of students at risk of failing or dropping out of school because of academic, behavioral, or situational factors. It is also used for programs associated with gifted and talented students, and Performance Based Graduation requirements.

- *Regular programs are distinguished from special education programs that focus on adapting curriculum or instruction to accommodate a specific disability and from career/technical programs that focus on career skills.*

DEFINITION: Program 30 - Career and Technical Education (CTE) Programs. CTE programs include activities delivered through traditional comprehensive and career-technical high schools, recognized charter schools, or campus-based classrooms that prepare students to meet challenging academic standards as well as industry skill standards while preparing students for broad-based careers and further education beyond high school in certain career cluster areas (refer to the UCOA Manual for a listing and description of the 16 career cluster areas).

Guidance on Using Program Accounts - *The facts should be analyzed to determine the proper Program Account to be used in this order:*

- *Determine if the “specialized” Program accounts are applicable – if the activities are best addressed by the use of Program accounts such as Special Education (Program 20), Career and Technical Education (Program 30), or Programs 40 or 50, they should be used.*
- *Where none of the specialized accounts apply and the facts indicate that direct or indirect activities are related to General Education, Program 10 (including Program 11-15 as applicable) should be used.*

Effective July 1, 2020, all Career and Technology Education (CTE) programs and classes are required to use Program 30 only with Subject 1400 Series accounts (Career and Technical Education), provided however, Programs 62 and 63 must be used with Subject 1400 series accounts when related to Summer School or After School locations to fulfill the requirements of the Dual Identification Concept. Use of Program 10 series accounts with Subject 1400 series are no longer permitted.

These requirements apply whether the class is located in a Career and Tech Center or in a regular high school and irrespective if a program or class is “RIDE-approved”.

4. Payroll costs are subject to various UCOA coding requirements. Determine if the entity's procedures for payroll related costs support the following UCOA requirements:

- **Benefit costs are to be charged in the same manner as are the directly-related compensation accounts – i.e., to the same Fund/Subfund, Location, Function, Program, Subject, and Job Classification and in the same proportion when allocated to more than one Fund/Subfund. Alternatively, the Allocation Holding Accounts, Location 99999 and Subject 9900 may be used where allowed by the applicable Object Intersection Rule for the Benefit Object selected. Healthcare benefit costs are to be allocated consistent with the employees' wages based on actual insurance premiums or, in the case of employers who are self-insured, based on working rates.**

- **The entity has made a determination as to whether any employee meets the conditions that would require allocation of salary and benefits to more than one Fund/Subfund, Location, Function, Program or Subject and has supporting documentation for that determination, (e.g., department heads, nurses who also teach, etc.)**

- **Wages and related benefits for Short-term Substitute Teachers (Job Classifications 1295-1299) are charged only to Subject 0000 when used in conjunction with Function 112 (Substitutes). For those same Job Classification accounts when used with Function 221 (Curriculum Development) and Function 222 (In-Services, Staff Development and Support), wages and related benefits are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which were used for the class for which the Substitute Teacher has been engaged to replace. For the Subject segment for example, use Subject 1500 for Middle or High School Math, 0011 for Elementary School Math, and 0200 for Art for all School types.**

- **Long-term Substitute Teachers (Job Classification 1294) are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which were used for the class for which the Substitute Teacher has been engaged to replace.**

- **Wages and benefits for short-term substitute teacher support personnel are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which are applicable to the activity to which they are assigned.**

- **Wages and related benefits for pre-school teachers are charged to the appropriate 09xxx location code.**

Determine whether the entity's payroll system directly interfaces with the entity's general ledger accounting system and whether it is designed to post directly to the appropriate UCOA account or if there are a significant amount of manual adjustments and journal entries to allocate payroll related cost to the appropriate UCOA account.

Determine if the entity has reasonable and sufficient procedures in place to meet the payroll and related benefit coding requirements of UCOA.

Determine if pre-school is offered by the entity.

Review one payroll period posting to assess compliance with UCOA payroll allocation requirements and appropriate location code for pre-school teachers (this may be satisfied through payroll transactions tested in the sample of transactions tested for compliance in compliance testing requirement No. 1).

If the entity is using the intra-fund UCOA Allocation Tool, allocations are performed within the UCOA database and therefore testing is not required for benefit allocations made within that Fund/Subfund.

UCOA Rules to be Tested:

- ❖ *In all cases, compensation costs and related benefit costs for each employee must be accounted for in the same Fund/Subfund – they may not cross Funds. Districts may NOT account for the compensation in one Fund/Subfund and the benefits in another. For example, if 50% of an individual's salary is charged to the General Fund and 50% to a Special Revenue Fund, then the allocations of Benefits MUST follow the exact same percentages. When related to a particular grant, if the grant is insufficient to cover all the costs, the same prorated amount for each category (compensation and benefits) shall be used up to the limit of the grant.*
- ❖ *Charges to the Location segment for Salary and Benefits for employees that perform multiple functions are to be recorded using the following guidelines: For employees who perform their job requirements at multiple locations and performance of those duties requires a minimum of 20% of their time to any given Location those costs must be charged to the applicable Location accounts accordingly. If however, the performance of duties at any given Location is less than 20% of their time, charges to those locations are not required, but are permissible.*
- ❖ *Charges to the Function segment for Salary and Benefits for employees that perform multiple functions are to be recorded using the following guidelines: If an employee has a "Hands-On" relationship to multiple activities being performed and performance of those duties requires a minimum of 20% of their time to any given activity (Function), those costs must be charged to the appropriate Function accounts accordingly. If however, the role is more of an oversight role of supervising or managing others who perform the "Hands-On" work, is less than 20% of their time, charges to those Functions are not required, but are permissible.*
- ❖ *For Department Heads, House Leaders, and System-wide Supervisors, that portion of regular salary for teaching periods is charged to object 51110 (Regular Salaries); for non-teaching periods, that prorated portion is charged to Object 51132 (Department Heads, House Leaders, and System-wide Supervisors). Stipends for these positions are to be charged to Object 51401 (Stipend – Other).*
- ❖ *For Nurse Teachers, even if face-to-face teaching occurs, charge to Function 216 (Student Health Services – Medical), not Function 111 (Instructional Teachers).*
- ❖ *Nurses and other non-standard instructors included in Function 216 (Student Health Services – Medical) who teach classes representing **less** than 10% of their time must code instruction time to Subject 2500 (Non-Instruction) unless the application of the rule would violate a rule or rules of a higher authority – refer to the Account Level Use Rules and Requirements for the precedence order of UCOA Rules. Those that teach **more** than 10% of their time must record instruction time to Subject 0000 (General Education).*
- ❖ *For Short-Term Substitute Teachers (Job Classifications 1295-1299) with Function 112, use only Subject 0000 for all compensation and directly-related benefit accounts.*

- ❖ *For Long Term Substitute Teachers (Job Classification 1294) with Function 112, use the Subject for the job for which the Substitute has been engaged to teach for all compensation and directly-related benefit accounts.*
- ❖ *For all Substitute Teachers (Job Classifications 1294-1299) with Functions 221 and 222, use the appropriate Subject that is assigned to the Teacher for which the Substitute has been engaged to replace, for all compensation and directly-related benefit accounts. However, when a Substitute Teacher teaches multiple subject in a given day (e.g. Math and English), Subject 0000 may be used in place of the specific subject for which they are subbing. Use of this exception should be limited.*
- ❖ *Preschools (in District), i.e., Preschools that "belong" to the District. A Pre-school is defined as including only pre-school age groups. Mandatory Method Rule: If a Kindergarten class is included with a Pre-school location, that location will be considered to be an Elementary school (Location Type 03) for purposes of the UCOA. All other Preschools are considered Non-Public/Private Schools (Location Type 08) or a Location Type 09 (Preschools in District).*

5. Professional Development costs are subject to various UCOA coding requirements. Determine if the entity has complied with the UCOA requirements for reporting Professional Development costs for four of the five Object accounts:

- **Object 51113 represents the portion of a teacher's regular salary, as specified in a contract or agreement, for professional days.**
- **Object 51302 represents additional payments made to a teacher for attending school-based professional development.**
- **Object 51303 represents additional payments made to a teacher for attending District-based professional development.**
- **Object 53301 represents third-party vendor costs (on-site or off-site) for providing professional development. For instruction-related personnel, the professional development costs should be posted to Function 222. For all other personnel, the professional development costs should be posted to the same Function account as the base wages.**

A review of union contracts and the adopted budget will provide information related to professional development to be offered to teachers.

Review payroll records to verify compliance with UCOA rules for Objects 51113, 51302, and 51303. (This may be satisfied by testing one payroll record which includes postings to these Object accounts and which may have been selected in compliance testing requirement 1 or 4).

Select a sample size of 5 transactions posted to Object 53301 (If less than 5 total transactions, sample all transactions). Examine the supporting vendor invoice to identify the specific employee(s) receiving professional development services and trace the employee name to the payroll record to determine the Function account to which base wages (Object 51113) were charged. Verify the professional development costs were posted to the proper Function account based on the UCOA rules for the

Function Series. (Expenditures selected in Compliance Testing Requirement No. 1 may be used to satisfy this compliance testing requirement.)

UCOA Rules to be Tested:

DEFINITION: Object 51113 - Professional Days. Full-time, part-time, and prorated portions of the costs for professional development days for employees of the District.

- Include in **Object 51113** (Professional Days) the amount prorated from Object 51110 (Regular Salaries) the actual number of days included in applicable contracts and agreements relating to Professional Days or Professional Development or prorated based on the anticipated number of days if not specified in the contracts.
- For **Object 51113**, use Function 222 only for employees whose Regular Salary (Object 51110) is charged to the 100 and 200 Function Series. For all others, use the same Function account used for their Regular Salary in the 300, 400, and 500 Series. Functions 000, 411, 421, 422, 441, 997, 998, and 999 may not be used. For each employee, use the same Location, Program, Subject, and Job Classification account number as is used with Object 51110 (Regular Salaries).

DEFINITION: Object 51302 – Professional Development - School. Amounts paid to District employees (in addition to regular salaries) for professional development that is related to School-based (and budgeted at the School level) professional development.

DEFINITION: Object 51303 – Professional Development - Districts. Amounts paid to District employees (in addition to regular salaries) for professional development that is related to District-based (and budgeted at the District level) professional development.

- For **Objects 51302 and 51303**, use Function 222 only for employees whose Regular Salary (Object 51110) is charged to the 100 and 200 Function Series.

For all others, use the same Function account used for their Regular Salary in the 300, 400, and 500 Series.

For Out-of-District Locations, use Function 431 only.

Functions 000, 411, 421, 422, 441, 997, 998, and 999 may not be used.

For employees whose Function account is in the 100 or 200 Series, 511, or 512, as used with Object 51110 (Regular Salaries), use the specific Subject account for the subject they have received Professional Development known as the "Follow the Topic" Concept. If not Subject-specific, for General Education courses related to Instruction, use Subject 0000. For courses not related to Instruction, use Subject 2500.

*For employees whose Function account is in the 300 or 400 Series, 521, 531, or 532, as used with Object 51110 (Regular Salaries), use Subject 2500 **only**.*

DEFINITION: Object 53301 – Purchased Professional Development and Training Services. Services supporting the professional development and training of District personnel, including instructional and administrative employees. Also applies to fees paid to consultants who attend training sessions provided by the District.

- For **Object 53301**, use Function 222 only for employees whose Regular Salary (Object 51110) is charged to the 100 and 200 Function Series.

For all others, use the same Function account used for their Regular Salary in the 300, 400, and 500 Series.

For Out-of-District Locations, use Function 431 only.

Functions 000, 411, 421, 422, 441, 997, 998, and 999 may not be used.

Use the specific Subject account for the Subject to which Professional Development Services are rendered ("Follow the Topic"). For General Education courses related to Instruction, use Subject 0000. For courses not related to Instruction, use Subject 2500. Subjects 9700, 9800, and 9900 may not be used.

COMPLIANCE REPORTING REQUIREMENTS:

Auditors shall follow the guidance included in the AICPA Codification of Statements on Standards for Attestation Engagements AT-C Section 105, *Concepts Common to All Attestation Engagements*; AT-C Section 215, *Agreed-Upon Procedures Engagements*; and AT-C Section 315, *Compliance Attestation*. The auditors shall comply with the 2018 Revision of *Government Auditing Standards* requirements for agreed-upon procedures engagements – specifically, paragraphs 7.78 through 7.85.

The auditor shall provide a written report in accordance with the applicable sections of the *Statements on Standards for Attestation Engagements* and *Government Auditing Standards*, as highlighted above. Refer to Exhibit 1 for the agreed-upon procedures and the format for reporting the procedures performed and results of testing.

Additionally, any noncompliance with UCOA requirements and the effectiveness of the entity's internal control over compliance with UCOA requirements should be considered in drafting the Independent Auditor's Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

Management comments provided to the entity should be inclusive of any recommendations to improve compliance or controls over compliance with UCOA requirements.

SAMPLE REPORT

Independent Accountant's Report

[Appropriate Addressee]

We have performed the procedures enumerated in Exhibit 1 on *(Name of Entity)*'s compliance with the Uniform Chart of Accounts during the fiscal year ended June 30, 20xx and *(Name of Entity)*'s internal control over compliance with the aforementioned compliance requirements as of June 30, 20xx. The *(Name of Entity)* is responsible for compliance with the Uniform Chart of Accounts during the fiscal year ended June 30, 20xx and for internal control over compliance with the aforementioned compliance requirements as of June 30, 20xx

The *(Name of Entity)* has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining compliance with the specified Uniform Chart of Accounts requirements and internal control over compliance with the Uniform Chart of Accounts during the fiscal year ended June 30, 20xx. Additionally, the Rhode Island Department of Education and the Rhode Island Office of the Auditor General have agreed to and acknowledged that the procedures are appropriate to meet their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are described in Exhibit 1.

We were engaged by *(Name of Entity)* to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to agreed-upon procedures engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance and internal control over compliance with specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of *(Name of Entity)* and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

[Additional paragraphs may be added to describe other matters.]

[Signature of practitioner's firm]

[City and state where the practitioner's report is issued]

[Date of practitioner's report]

EXHIBIT 1 – Sample Reporting Template

REQUIREMENT 1:

A minimum sample of randomly selected expenditure transactions for the municipal school district, regional school district, collaborative, State school or charter school shall be tested for compliance with UCOA coding requirements.

PROCEDURES:

Obtain a copy the school entity’s signed acknowledgment of the UCOA File Validation Totals Report received from the RI Department of Education (RIDE). Obtain a detailed transaction level file from the school entity’s accounting system which corresponds with the final UCOA upload file provided to RIDE.

Describe procedures for selecting the sample, the sample size selected, and the tests performed in accordance with the criteria outlined on pages two and three of this document. Please note - If a preliminary fiscal year file is used for selecting the sample, reconcile changes from the preliminary file to the final validated upload and determine the significance of any changes and assess the validity of the sample.

RESULTS:

Specify the date of the UCOA file tested: _____.

For each instance of noncompliance, enter the transaction detail in the table below. Highlight the account number segment that is not in compliance, as shown in the example below. Describe the purpose of each transaction, the error(s), and correction(s) immediately following the table. Rows may be added or deleted from the table, as necessary.

Item	Fund/ Subfund	Location	Func	Prog	Subject	Object	Job Class (personnel costs only)	Date	Payee	Amt	Corrected per final UCOA file
A	10000000	05105	214	10	2500	51110	1712	03/15/12	Nurse Employees	\$5,000.00	Yes
B	XXXXXXXX	XXXXX	XXX	XX	XXXX	XXXX	XXXX	XXXXXX	XXX	XXXXXX	Yes/No
C	XXXXXXXX	XXXXX	XXX	XX	XXXX	XXXX	XXXX	XXXXXX	XXX	XXXXXX	Yes/No

A – The regular salaries for nurse employees were charged to Function 214, but should have been charged to Function 216.

B -

C -

SCHOOL RESPONSE: (if applicable)

REQUIREMENT 2:

UCOA accounts are used and UCOA methodologies are followed in the accounting system and records of each reporting entity. Determine if total activity (revenue and expenditures) for the fiscal year as reported (uploaded) to the UCOA database, as of the final upload date, reconciles to the total activity within each Fund/Subfund as reported in the final audited financial statements and if the amounts reported (uploaded) to the UCOA database are present in UCOA form, content and amounts within the accounting system of the reporting entity.

PROCEDURES:

Subtotal the final UCOA upload file by revenues and expenditures under each Fund/Subfund and reconcile to the audited financial statements (GAAP-basis). The following template should be used for reporting the reconciliation between the UCOA upload file and the audited financial statements. Fiduciary Funds are to be excluded from the reconciliation. Transfer of appropriations from the municipality’s general fund to the unrestricted school fund are treated as revenue in the unrestricted school fund for UCOA reporting and should be reported as a proper reconciling item.

Please note – For school districts with a fiscal year end of June 30, the reconciliation between the audited financial statements and the UCOA file is not required to be presented in the AUP reporting package because a three-way reconciliation between the audited financial statements, the Municipal Transparency Portal (MTP) schedules, and the UCOA file would be presented in the audited financial statements as other supplementary information. It shall be noted in the AUP report that the three-way reconciliation is presented in the audit report. All other school entities (i.e., school districts with a fiscal year end other than June 30, charter schools, State schools, and collaboratives) shall continue to include the reconciliation in the AUP report.

Request from RIDE a copy of the reporting entity’s last error report just prior to the school’s final UCOA file upload with zero errors. Trace the errors listed on the report to the corrections made within the accounting system for the same reporting period. (Please Note - If the error report lists more than five coding errors, a maximum sample of five errors shall be tested.)

RESULTS:

For school districts with a fiscal year end of June 30, please make the following statement:

A three-way reconciliation between the audited financial statements, the Municipal Transparency Portal schedules, and the UCOA file is presented in the audit report of the municipality (or the regional school) as supplementary information.

For school districts with a fiscal year end other than June 30 and other school entities:

Variations between the UCOA upload file and audited financial statements shall be identified in the following reconciliation template.

For all school entities:

Describe the results from tracing the UCOA coding errors identified in the upload process to the corrections posted in the accounting system. Specifically identify in detail any coding errors that were not corrected in the accounting system.

SCHOOL RESPONSE: (if applicable)

UCOA - Agreed-upon Procedures - reconciliation template

UCOA annual upload file reconciled to audited financial statements

	Revenues	Expenditures/Expenses
Amounts from the audited financial statements (funds that include activity included in the total UCOA upload file):		
Unrestricted School Fund	X	X
School special revenue funds	X	X
School capital project funds	X	X
School Enterprise funds (School Lunch operations)	X	X
Other: <i>(identify fund)</i>	X	X
Other: <i>(identify fund)</i>	X	X
Total		
Adjustments/reconciling items:		
Less: State share of teacher pension contribution - on-behalf payments	X	X
Less: State share of transportation - on-behalf payments	X	X
Add: Local appropriation to schools reflected as a transfer on financial statements and revenue per UCOA	X	
Less: indirect cost recoveries included as revenue in unrestricted school fund	X	
Less: GAAP recording of capital lease - capital outlay expenditures		X
Add: Use of fund balance reported as revenue in UCOA	X	
Other reconciling items		
Other reconciling items		
Adjusted totals		
UCOA - final upload file (including final audit adjustments)		
specify upload date _____		
Adjustments/reconciling items:		
Adjusted totals		
Unreconciled variance	0	0
<i>Revised October 2016</i>		

REQUIREMENT 3:

Tuition costs are subject to various UCOA coding requirements. Determine if the entity has complied with the UCOA requirements for reporting tuition costs:

- a. Tuition costs may be charged to one of eight different expenditure object codes in the 55600 series, depending to whom the tuition payment is made (e.g., another school district within the State, a charter school, a private school, etc.). In addition to tuition charges, the billings from an outside provider may also include costs for personal aides and other similar charges. Such charges are part of the services being provided to the student and should be captured in the same Object account for Tuition costs. This maintains consistency in application of costs of this nature.
- b. For all Tuition accounts in the Object 55600 series, the Location will always be an Out-of-District account which will be limited to Location Types 07, 08, 10, 11, and 13.
- c. An Out-of-District Location is defined not by the geographic boundaries, but by who “owns” the Non-Public/Private School. By definition, all entities to which Tuition is paid are Out-of-District Locations. Accordingly, only Function 431 (Public, Parochial, Private, and Charter School Pass-Throughs) may be used with the Tuition Object codes in the 55600 series.
- d. The Tuition Object 55600 series may be used with any Fund Type except 40 (Debt Service Funds) and 90 (Custodial Funds).
- e. For Special Education students, Program 20 is used for students who are district-placed or program 50 for students who are parentally-placed in the alternative location. For non-Special Education students, Program codes 30, 40, 50, or Program 10 series should be used. Program code 30 should be used for tuition payments (and other associated costs) for students to attend Career and Technical programs in other Districts or Charter Schools.
- f. Any Subject codes can be used with Tuition costs except 2701, 2702, 2703, 9700, 9800, and 9900. Subject Series 2100 is used for Special Education and 1400 series with Career and Technical programs.
- g. Only Job Classification code 0000 should be used with tuition payments.

PROCEDURES:

Obtain an extract from the accounting system of all transactions posted to the 55600 series object codes (tuition expenditures):

- Select a random sample of 10 transactions. If tuition payments are posted to Program 10 (General Education), at least half of the sample (or five) shall be selected from Program 10. Describe procedures for selecting the random sample. Transactions tested in Compliance Testing Requirement No. 1 may also be used to satisfy the compliance testing requirement for tuition payments if the selected transaction was posted to a tuition object code in the 55600 series.
- Examine the billing invoices (and any additional supporting documentation submitted by the provider) to determine if the expenditure was appropriately coded based upon UCOA rules for

tuition payments. The segments of the account number to be tested include the following: object, location, fund, function, program, subject, and job classification codes. Particular attention shall be focused on the program segment and whether career and technical programs are appropriately coded as Program Code 30.

RESULTS:

Describe procedures for selecting the sample and describe how many transactions were selected from each program code.

Describe results of compliance tests performed. Each instance of noncompliance shall describe the transaction detail (including dollar amount) and the specific noncompliance observed. Also, please note whether the error was corrected in the final upload file.

SCHOOL RESPONSE: (if applicable)

REQUIREMENT 4:

Payroll costs are subject to various UCOA coding requirements. Determine if the entity's procedures for payroll related costs support the following UCOA requirements:

- a. Benefit costs are to be charged in the same manner as are the directly-related compensation accounts – i.e., to the same Fund/Subfund, Location, Function, Program, Subject, and Job Classification and in the same proportion when allocated to more than one Fund/Subfund. Alternatively, the Allocation Holding Accounts, Location 99999 and Subject 9900 may be used where allowed by the applicable Object Intersection Rule for the Benefit Object selected. Healthcare benefit costs are to be allocated consistent with the employees' wages based on actual insurance premiums or, in the case of employers who are self-insured, based on working rates.
- b. The entity has made a determination as to whether any employee meets the conditions that would require allocation of salary and benefits to more than one Fund/Subfund, Location, Function, Program, or Subject and has supporting documentation for that determination, (e.g., department heads, nurses who also teach, etc.)
- c. Wages and related benefits for Short-term Substitute Teachers (Job Classifications 1295-1299) are charged only to Subject 0000 when used in conjunction with Function 112 (Substitutes). For those same Job Classification accounts when used with Function 221 (Curriculum Development) and Function 222 (In-Services, Staff Development and Support), wages and related benefits are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which were used for the class for which the Substitute Teacher has been engaged to replace. For the Subject segment for example, use Subject 1500 for Middle or High School Math, 0011 for Elementary School Math, and 0200 for Art for all School types.
- d. Long-term Substitute Teachers (Job Classification 1294) are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which were used for the class for which the Substitute Teacher has been engaged to replace.

- e. Wages and benefits for short-term substitute teacher support personnel are to be charged to the appropriate accounts for Fund/Subfund, Location, Program, and Subject which are applicable to the activity to which they are assigned.
- f. Wages and related benefits for pre-school teachers are charged to the appropriate 09xxx location code.

PROCEDURES:

Determine whether the entity's payroll system directly interfaces with the entity's general ledger accounting system and whether it is designed to post directly to the appropriate UCOA account or if there are a significant amount of manual adjustments and journal entries to allocate payroll related cost to the appropriate UCOA account. Determine if the entity has reasonable and sufficient procedures in place to meet the payroll and related benefit requirements of the UCOA.

Determine if pre-school is offered by the entity.

Review one payroll period posting to assess compliance with UCOA payroll allocation requirements and when applicable, with the appropriate location code for pre-school teachers (this may be satisfied through payroll transactions tested in the sample of transactions tested for compliance in compliance testing requirement No. 1). Describe sample selection process. (Please note - If the entity is using the intra-fund UCOA allocation tool, allocations are performed within the UCOA database and therefore testing is not required for benefit allocations made within that Fund/Subfund.)

RESULTS:

Describe payroll system and whether the system interfaces directly with the general ledger system and whether it is designed to post directly to the proper UCOA code or if there are a significant amount of manual adjustments and journal entries to allocate payroll costs. Conclude if the entity's procedures are reasonable and sufficient to meet the payroll and related benefit requirements of UCOA.

Indicate whether the school entity has a pre-school program.

Describe results of compliance tests performed. Each instance of noncompliance shall describe the transaction detail (including dollar amount) and the specific noncompliance observed. Also, please note whether the error was corrected in the final upload file.

SCHOOL RESPONSE: (if applicable)

REQUIREMENT 5:

Professional Development costs are subject to various UCOA coding requirements. Determine if the entity has complied with the UCOA requirements for reporting Professional Development costs for four of the five Object accounts:

- a. Object 51113 represents the portion of a teacher’s regular salary, as specified in a contract or agreement, for professional days.
- b. Object 51302 represents additional payments made to a teacher for attending School-based professional development.
- c. Object 51303 represents additional payments made to a teacher for attending District-based professional development.
- d. Object 53301 represents third-party vendor costs (on-site or off-site) for providing professional development. For instruction-related personnel, the professional development costs should be posted to Function 222. For all other personnel, the professional development costs should be posted to the same Function account as the base wages.

PROCEDURES:

Review union contracts and adopted budget to identify professional development offered to teachers.

Review payroll records to verify compliance with UCOA rules for Objects 51113, 51302, and 51303. (This may be satisfied by testing one payroll record which includes postings to these Object accounts and which may have been selected in compliance testing requirement 1 or 4).

Describe procedures for selecting a sample of transactions posted to Object 53301 (Expenditures selected in Compliance Testing Requirement No. 1 may be also used to satisfy this compliance testing requirement). Examine the supporting vendor invoice to identify the specific employee(s) receiving professional development services and trace the employee name to the payroll record to determine the Function account to which base wages (Object 51113) were charged. Verify the professional development costs were posted to the proper Function account based on the UCOA rules for the Function Series.

Describe any additional procedures performed.

RESULTS:

Describe results of compliance tests performed. Each instance of noncompliance shall describe the transaction detail (including dollar amount) and the specific noncompliance observed. Also, please note whether the error was corrected in the final upload file.

SCHOOL RESPONSE: (if applicable)

* * * * *