

Tax Ditch Audit Check List

Audit of _____ (year) Financial Statement of the _____ Tax Ditch
Yes (Y), NO (N) – Not-applicable (N/A)

Auditor #1	Auditor#2	
_____ Bank Stmt. _____ Auth. Signers	_____ Bank Stmt. _____ Auth. Signers	Verify each bank statement clearly shows the tax ditch account is held in the name of the tax ditch (and is spelled correctly) and is not shown as “Trading As” (T/A), “Doing Business As” (DBA), or as a joint account. Verify the authorized signers are current officers of the tax ditch.
____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec	____ Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ July ____ Aug ____ Sept ____ Oct ____ Nov ____ Dec	Examine Bank statements Jan – Dec _____ (year) for all deposits and withdrawals along with supporting documentation. See below: <ul style="list-style-type: none"> • Receipts/Deposits – check for County deposits, bank interest, cost share funds, etc. and are reflected on the Financial Statement. • Invoices/Bills – check to see that expenses are legitimate and reflected on the Financial Statement. Auditor #1 & #2 check off in box to the left as you examine each statement. Verify the December bank statement has been reconciled to the checkbook register or ledger. <i>*Checks written verified by back/front of cleared check</i>
		<u>Certificate of Deposit (CD)</u> Look at prior year Financial Statement to make sure CDs are accounted for on the current Financial Statement.
		Verify all amounts on the Financial Statement add properly. Agree the ending balance per account listed in the Financial Statement to the ending balance per the bank statement.
		Account Closed - Type of Account _____ Acct # _____ Verify ending balance of closed account matches the deposit into a new account or explain circumstances. Closing Balance \$ _____ Date _____ New Account – Type of Account _____ Acct # _____ New Account Beginning Balance \$ _____ Date _____ DNREC notified Y / N (circle) County notified Y / N (circle)
		<u>Fixed Assets</u> Compare to last year’s list to ensure it is complete and verify current year asset purchases have been included.
		<u>Receivables/Liabilities</u> Agree amounts reported to a statement of account, loan agreement, invoice, or other source as applicable. See Page 3 of 4 on Fin. Stmt.
		Bond Certificate included
		Current Year Meeting Minutes
		Expected vs Actual Received Revenue (from DNREC)
		Cost Share Approval Letter

We have read the Tax Ditch Internal Controls Advice & Audit Procedures Guide and acknowledge that we have followed these procedures. We have examined the records and Financial Statement of the

_____ Tax Ditch and have assessed an overall rating of:

Pass **Pass with immaterial deficiencies** **Fail**

Auditor #1 _____ Date _____

Print name & contact # _____

Auditor #2 _____ Date _____

Print name & contact # _____

Submit completed audit form and Financial Statement to DNREC, Division of Watershed Stewardship, 21309 Berlin Road, Unit #6, Georgetown, DE 19947.