

Areas to be Tested in Conference Financial Audits:

1. [Budget and Final Report Review Including Timeliness of Report Submission](#)
2. [Review of Conference Committee Meeting Minutes](#)
3. [Verification of Conference Registration Revenue](#)
4. [Verification of Conference Exhibitor Revenues](#)
5. [Verification of Conference Publication Sales Revenue](#)
6. [Verification of Grants and Sponsorships Revenues](#)
7. [Verification of Bank Account Reconciliations, Including Timeliness of Deposits](#)
8. [Verification of Credit Card Receivable Collections](#)
9. [Verification of Supporting Documentation for Conference Disbursements](#)
10. [Verification of supporting Documentation for Social Function Revenue and Expenses](#)
11. [Conference Surplus/Loss Distributions](#)
12. [Petty Cash Transactions](#)
13. [Conference Loans and Advances](#)

AUDIT TEST #1

BUDGET AND FINAL REPORT REVIEW:

AUDIT STEPS:

1. Obtain a copy of the budget document for the conference as well as any supporting documentation covering the development of figures for the various budget categories (i.e., This would include prior year budgets and financial reports as well as current year documents). Review for completeness. Note any exceptions.
2. Review budget and obtain an understanding of how the budget was computed (i.e., budget will have been developed using either a software package or through manual calculation). Test mathematical accuracy of the budget, using the following guidelines:
 - A. If a software package was employed by the conference committee in developing the budget, request a copy of the budget package on 3.5" disk with the figures for the subject conference included. Conduct limited re-performance of the budget steps for the larger line items in the budget to determine whether the software works as intended.
 - B. If a manual budget was prepared, review assumptions made and recalculate mathematical computations used in developing the current conference budget. Note any questionable items for discussion with the conference treasurer.
3. Compare current year budget with actual results reported in the conference financial reports (i.e., "IEEE Technical Activities Financial Report"). If actual results differ by greater than +/- 10% from budget, then perform the following:

Compare current year budget to prior year's actual results (if applicable) to ensure that budget was within +/- 10% of last year's actual results (Note: Primary Budgets are approved one to two years before conference is held. Therefore, the budget may need to be revised and then re-approved, e.g., the budget for 1997 Conference on XYZ would be approved in 1996, before the 1996 Conference on XYZ was held. Therefore, when the 1996 Conference is held and subsequently closed, the Conference Treasurer is responsible for reviewing 1996 actual results and revising the 1997 budget, where applicable.)
4. Review the final budget document submitted to Conference Services for appropriate as well as timely approvals. Note any discrepancies.
5. Ensure mathematical accuracy of IEEE Technical Activities Financial Reports.
6. Verify that the final financial reports were submitted to IEEE Conference Services Department within the 12 month period following the conference.
7. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #2

REVIEW OF CONFERENCE COMMITTEE MEETING MINUTES

AUDIT STEPS:

1. Obtain copies of all conference committee meeting minutes as well as any attachments thereto to determine what decisions were made by the committee with respect to conference arrangements, finances, etc.
2. Track decisions to the applicable financial report or supporting records.
3. Document findings for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #3

VERIFICATION OF CONFERENCE REGISTRATION REVENUE:

AUDIT STEPS:

1. Obtain copies of the Registration Process reports (e.g., Member Registration - In Advance, etc.) which contain detailed listings of registrants by type.
2. Compare the numbers of registrants in each category of the Registration Report to the comparable numbers in the IEEE Technical Activities Financial Reports. Note discrepancies.
3. Ensure the mathematical accuracy of the Registration Process Reports, using the numbers of registrants by type from the Registration Process reports, recalculate the expected revenues at prescribed rates for each type of registrant. Compare these figures to the comparable registration category figures in the financial report. Note differences and evaluate causes.
4. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #4

VERIFICATION OF CONFERENCE EXHIBITOR REVENUES:

AUDIT STEPS:

1. Obtain copies of the Exhibitor Registration Process reports that list each Exhibitor contract by category, e.g., booths, tables, hospitality suites, etc. Also, obtain copies of each Exhibitor contract.
2. Compare the numbers of exhibitors in each category of the report to the comparable numbers in the IEEE Technical Activities Financial Reports. Note discrepancies.
3. Ensure the mathematical accuracy of the Exhibitor Registration Process Reports using the numbers of exhibitors by type from the Exhibitor Registration Process reports, recalculate the expected revenues at prescribed rates for each type of exhibitor. Compare these figures to the comparable exhibitor category figures in the financial report. Note differences and evaluate causes.
4. From a random starting point select a systematic sample of 10% of the items from the Exhibitor Registration Process Reports and agree them to the Exhibitor Contracts. Note any discrepancies.
5. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #5

VERIFICATION OF CONFERENCE PUBLICATION SALES REVENUE:

AUDIT STEPS:

1. Obtain detailed daily Sales Journal records for the conference (i.e., this sales journal should include all conference proceedings sales for the conference). Obtain copies of the supporting documentation for the publications sold to conference attendees as well as to IEEE HQ for resale to others.
2. Verify that the total of the amounts included in the daily sales records agree with the amounts included in the IEEE Technical Activities Financial Report.
3. For sales to IEEE, compare the total sales to IEEE from the conference final financial report to applicable IEEE disbursement information.
4. Verify that Copyright Transfer and Export Control Compliance Forms (where applicable) were completed for each paper in the conference proceedings.
5. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #6

VERIFICATION OF GRANTS AND SPONSORSHIP REVENUES:

AUDIT STEPS:

1. Obtain copies of the Grant/Sponsorship (budget) application and award documentation (grant file) which specify the purpose and scope of work to be done with the funds provided.
2. Review the reporting requirements, if any, included in the grant/sponsorship agreement. Determine whether the recordkeeping/reporting process satisfies the requirements. Note discrepancies.
3. Determine whether there are limitations on the use of these funds and test to see if they were observed. Note any exceptions.
4. Verify that the amount of the grant/sponsorship noted in the above documentation was actually received and deposited in the conference interest bearing bank account. Note any exceptions.
5. Ensure that any unused funds and/or interest earned (greater than \$250) is returned to the granting agency. Test to determine compliance with such requirements. Note discrepancies.
6. Verify that sponsors with contributions of \$250 have been provided an acknowledgment letter.
7. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #7

VERIFICATION OF BANK ACCOUNT RECONCILIATIONS, INCLUDING TIMELINESS OF DEPOSITS:

AUDIT STEPS:

1. Obtain copies of the Registration Process reports, Financial Transaction reports (check register), bank reconciliations and Conference Bank Statements.
2. From a random starting point, select a systematic sample of 10% of the registration batches included in the documentation supporting the financial reports. Compare registration documentation with bank deposits, noted in bank statements, to determine whether receipts are deposited in a timely manner, e.g., In Advance Registrations for 3/15/01 were deposited in the bank on 3/16/01. Note any exceptions.
3. Using the Transaction Reports and the Bank Statements, determine whether bank reconciliations are performed on a timely basis and all differences over \$100 are reconciled. Note any exceptions.
4. Obtain copies of Bank Statements for the Savings and Money Market accounts established for the Conference. Compare financial account records with the bank documentation to verify accuracy of principal and interest amounts appearing in conference financials. Note any exceptions.
5. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #8

VERIFICATION OF CREDIT CARD RECEIVABLE COLLECTIONS:

AUDIT STEPS:

1. Obtain copies of Registration Process reports, Transaction reports (check register) and Credit Card Receivables journals from the Conference Financial records. Also obtain IEEE Treasury's Credit Card Collections report for the subject conference.
2. From a random starting point select a systematic sample of 10% of the daily registration documentation, compare the figures shown with amounts deposited in the bank (check register) and credit card charges forwarded to IEEE Treasury for collection (credit card receivable account), if applicable, to determine whether registration totals equal bank deposits plus credit card receivables. Note any exceptions.
3. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #9

VERIFICATION OF SUPPORTING DOCUMENTATION FOR CONFERENCE DISBURSEMENTS:

AUDIT STEPS:

1. Obtain files supporting each transaction appearing in the Conference Transaction record (check register) which was obtained in Audit Test 7.
2. Compare total disbursements, per the Conference Transaction Record to the total expenses, per the IEEE Technical Activities Financial Reports. Note any exceptions.
3. Ensure the mathematical accuracy of total expenses, per the Conference Transaction Register.
4. Select all transactions over \$3,000 in the check register for testing. (If the conference records were prepared using Quicken, use the conference's financial records disk to generate a Transaction Report, employing Quicken's filter option to show all disbursements over a threshold level of \$3000. If the conference financials were prepared using another software package, go through the Transaction Report manually and select all transactions over the \$3000 threshold. From this list review the supporting documentation for each disbursement. Where contracts are involved, review the supporting documentation for compliance with the terms and conditions of the subject contract.)
5. For all transactions under \$3,000, using a random starting point, sample every tenth transaction listed in the Conference Transaction record and review the documentation contained in the file in support of the sampled transactions. Note any exceptions.
6. For all payments made to individuals and unincorporated businesses, confirm, via a review of W-9 forms and requests for preparation of a 1099, that were sent to Accounts Payable, that 1099 Forms were issued in all appropriate cases.
7. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #10

VERIFICATION OF SUPPORTING DOCUMENTATION FOR SOCIAL FUNCTION REVENUE AND EXPENSES:

AUDIT STEPS:

1. Obtain financial account records for Social Function Revenues and Social Function Expenses. This would include such events as spouses hospitality, tours, extra banquet tickets, etc.
2. Compare the actual revenues, expenses and number of attendees for those social functions to the respective budgeted amounts, per the conference budget which was obtained in Audit Test #1. Based on the budget developed for this conference, determine the following:
 - A. Did budgeted expenses exceed budgeted revenues? If so, note findings.
 - B. Did actual revenue & expenses exceed budgeted amounts? Note findings.
3. If actual Social Function Expenses exceed actual Social Function Revenue, review the conference center's or other provider's quotes and billings for the provision of the various services covered by these separate social function fees. Determine whether a minimum fee was applicable even if the function did not get the anticipated amount of participation. If a minimum fee is applicable and actual participation was less than the minimum requirement, note for discussion with the Conference Treasurer.
4. Document all findings in the step performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #11

CONFERENCE SURPLUS/LOSS DISTRIBUTION:

AUDIT STEPS:

1. Observe actual allocation of conference surplus by reviewing IEEE Technical Activities Summary Financial Report, produced by the Conference. Determine that the actual allocation agrees with the approved budget allocation which was obtained in Audit Test #1. Note any exceptions.
2. If the conference resulted in a loss, review the documentation related to agreed upon disposition of that loss and verify that the agreement was accurately carried out. Note any exceptions.
3. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #12

PETTY CASH TRANSACTIONS:

AUDIT STEPS:

1. Request copies of Petty Cash Account journals as well as supporting documentation from the transaction file.
2. Select a random systematic sample (10%) of Petty Cash Account reimbursement transactions. [Pull the supporting documentation from the transaction file, and verify that all reimbursements are fully supported by petty cash vouchers signed by the recipient of the disbursement and that, where appropriate, cash register receipts or paid invoices are attached to the petty cash voucher. Note any exceptions.]
3. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.

AUDIT TEST #13

CONFERENCE LOANS AND ADVANCES:

AUDIT STEPS:

1. Obtain copies of Institute, Society, Section and Region financial reports relating to loans and advances made to the subject conference.
2. Verify the receipt and repayment of such loans with the figures appearing in the "IEEE Technical Activities Summary Financial Reports." Note any exceptions.
3. If the conference resulted in a loss and the lending organization agrees to write off all or part of the loan/advance, verify that such agreement is included in the conference files and that partial repayments, if applicable, are actually made.
4. Document all findings in the steps performed above for inclusion in the draft audit report to be reviewed by the Conference Treasurer before issuance of the final audit report.