

Preparation for An Audit: Key Points for Consideration

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Understand the audit criteria

- What will OPSC be looking for?
 - Contracts
 - Invoices with wet signature "OK to pay"
 - Warrant Register information

Keep Agency Correspondence

*Keep all of your correspondence with
various government agencies!*

- CDE
- DTSC
- DSA
- OPSC
- Local Jurisdictions

Manage the Information

- Plan an efficient system
 - Spend time on the critical items
 - Minimize time on the less significant items

Differentiate all the information that you will need at the end – right from the beginning!

Coordinate the account coding

- Use the OPSC audit categories to establish the SACS object codes that you will use for the project.
 - OPSC Expenditure Worksheet

Keep it as simple as possible

- Plan for efficiency
 - Color code the projects
 - Keep active projects handy
 - Use filing boxes by project

Write notes

- Make notes to the file regarding any unusual components of the job
 - Memory assist
 - They can be subpoenaed

Keep in touch with OPSC

- If you have questions or concerns – ask!
- Note the conversations and follow up with confirming correspondence
- If the information is sensitive, ask through an independent party

Maintain your network

- Talk to peers who have been through it
- Keep the numbers of some people you can call
- Stay connected
- Be willing to share what you have learned
