



Office of the City Auditor  
Policies and Procedures

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**Number:** 3.1.7

**Title:** Ensuring Compliance with OCA  
Audit Policies and Procedures

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**Original Date:**

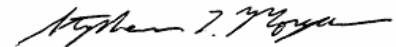
**Revision Date:**

**Last Review Date:**

**Approved By:**

01/20/2008

03/11/2008



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**I. References**

See *Government Auditing Standards*, also referred to as *GAGAS (Generally Accepted Government Auditing Standards)*, July 2007 revision, Chapter 3, Sections 3.31- 3.39; Chapter 1, Sections 1.11-1.13; Chapter 7, Section 7.81; and Chapter 8, Section 8.30-8.31.

See also OCA Policy 1.3, Professional Standards, and the policies in Section 3 of the OCA Policy Manual which collectively address the audit process, for more information regarding compliance with GAGAS requirements.

**II. Policy**

- A. The Office of the City Auditor (OCA) Policy Manual (particularly Section 3 of the Manual), sets forth the policies and procedures approved by the City Auditor by which OCA auditors are expected to achieve compliance with GAGAS when conducting audits.
- B. Auditors shall comply with all OCA policies and procedures contained in the OCA Policy Manual.
- C. To demonstrate compliance with both OCA policies and GAGAS, auditors shall document significant decisions affecting the audit's objectives, scope, and methodology as well as the audit's findings, conclusions, and recommendations that result from professional judgment.
- D. Auditors shall also document decisions to deviate from OCA audit policies and procedures or GAGAS.

### III. Purpose

To ensure that auditors demonstrate compliance with GAGAS by adequately considering and documenting compliance with and deviations from OCA policies and procedures and GAGAS.

### IV. Definitions

**Audit project checklist** – internally-generated form containing selected compliance-related requirements completed for each audit project to demonstrate compliance with OCA policies and procedures, the OCA Quality Control System, and with GAGAS. The current version of the checklist is attached/linked below.

### V. Procedures/Responsibilities

- A. **All audit team members** are responsible for and will be held accountable for complying with GAGAS and OCA policies and procedures for planning, conducting, supervising and reporting audits.
- B. The **Auditor-in-Charge (AIC)** is responsible for ensuring that documentation of compliance with GAGAS and OCA policies and procedures is contained in the audit working papers. The documentation shall include a completed *Audit Project Checklist* (see attachment) which summarizes key tasks and decision points in the audit process.
  1. The **AIC** is responsible for ensuring that an *Audit Project Checklist* is completed for each audit as well as for ensuring that additional documentation exists, as appropriate, to support the information contained therein.
  2. The **Assistant City Auditor (ACA)** is responsible for reviewing and approving the audit working papers as well as the *Audit Project Checklist* and related documentation for adequacy and sufficiency.
- C. The **AIC** is responsible for documenting any deviations from OCA policies and procedures or GAGAS requirements in the audit working papers and on the *Audit Project Checklist*.
  1. The **AIC** is responsible for notifying and obtaining written approval from the **ACA** for any deviations from OCA policies and procedures or GAGAS requirements *before* that decision is acted upon by the audit team.

2. The **ACA** is responsible for notifying and obtaining approval from the **Deputy City Auditor (DCA)** and **City Auditor (CA)** as appropriate for audit team deviations from OCA policies and procedures or *GAGAS* requirements.
3. The **AIC** is responsible for ensuring that documentation reflecting the reasons for decisions to deviate from OCA policies and procedures or *GAGAS* requirements is included in the audit working papers. The **AIC** is also responsible for ensuring that audit working papers include an adequate description of any alternate action performed in lieu of strict compliance with *GAGAS* or OCA policies and procedures.
4. The **AIC** is responsible for ensuring instances of non-compliance or modified compliance with applicable *GAGAS* requirements are reflected in the audit report per OCA Policy 1.3 and OCA Policy 3.5.4.
5. The **DCA** is responsible for ensuring that any deviations from *GAGAS* or significant deviations from OCA policies and procedures have been properly approved and reflected in the audit report before an audit report is issued.