

Guidelines for Audits

- I. Policy
 - a. We are required by law KRS 65A.030 to perform audits, financial statements and attestation engagements as outlined. (KRS 65A.030)
 - b. Following the audit or attestation, a copy of the report must be sent to Department of Local Government (DLG) on their form and/or format and a copy sent to the appropriate District Director.
 - c. Results of the audit and attestation must be reviewed with the District Board and documentation in the minutes of the Board meeting. Any recommendations from the audit should be addressed by the District Board and minutes should be sent to the appropriate District Director.
 - d. The audit should also be presented to the County Extension Council.
 - e. Review the results of the audit and put into practice (and document in the district board minutes) accounting practices identified by the auditor.
 - f. Provide the District Director with a copy of the audit.
 - g. Review the audit with the County Extension Council.
 - h. It is recommended that a different firm handle the District Board audit, if already handling the bookkeeping.
 - i. It is a good business practice to have District Board and County Extension Council funds audited when there is a change in treasurers.