

**Master Document – Audit Program**

<b>Activity Code</b>		<b>Incurred Cost Corporate Shell</b>
<b>Version 1.1, dated June 2012</b>		
<b>B-1</b>	<b>Planning Considerations</b>	
<b>Purpose and Scope</b>		
<p><i>This audit program shell is provided as a means for the auditor to develop a specific audit program that documents the audit procedures needed to be performed at their respective corporate office to determine if directly allocated, separately allocated, and/or residual costs are allowable, allocable and reasonable in accordance with applicable Government regulations. In developing the audit program, the auditor should review the prior year(s) audit(s), CAM, and other Agency guidance to ensure that the tailored procedures incorporate the latest guidance.</i></p>		

<b>B-1</b>	<b>Preliminary Steps</b>	<b>W/P Reference</b>
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	1. Review the open MRD’s for guidance which may impact the audit and adjust the scope and procedures appropriately. Open MRDs can be identified using the link provided on the DCAA Intranet home page for “MRDs, AGMs, & AMGMs”	
	2. Contact the contracting officer to ascertain any known concerns (including risk related to the contractor’s financial condition) that will impact the audit and adjust the audit scope and procedures accordingly. If information regarding the contractor’s financial condition is not available from the contracting officer, the auditor should perform the procedures addressed in CAM 2-302.1h. If during the course of the audit the auditor becomes aware of unfavorable or adverse financial conditions, they should immediately communicate their concerns to the contracting officer, and appropriately adjust the scope of audit.	
	3. Electronically transmit an acknowledgement/notification to the ACO/Buying Command notifying them of the commencement of the risk assessment and that the expected completion date will be provided in the formal acknowledgement/notification once the risk assessment is complete. (CAM 2-303). The acknowledgement/notification process should be within the timeframe and in accordance with the procedures in CAM 4-104.	
	4. Issue a notification letter to the contractor regarding the audit in accordance with CAM 4-302.3.	
	5. Obtain and document an understanding the contractor’s incurred cost	

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<p>submission and its processes for developing the submission using the framework on WP B-2. Obtain and document an understanding of the underlying processes related to those specific incurred cost areas (e.g., the basis of the costs and from where the numbers/amounts are derived). A major portion of this understanding may be obtained during a walk-through of the contractor’s submission.</p>	
<p>6. Hold a planning meeting with the audit team (e.g., RAM, Manager, Supervisor, Auditors) to discuss the risk of fraud and other noncompliances with applicable laws and regulations that could have a material effect on the assertion. The discussion should include relevant prior audit experience (e.g., questioned cost, relevant reported estimating or accounting system deficiencies), relevant aspects of the contractor’s environment (e.g., the extent of incentives, pressures and opportunities to commit fraud and the propensity to rationalize misstatements), other known risk factors, and the audit team’s understanding of relevant internal controls (see W/P B-2). The team should also review and discuss the general and other relevant sections of the IG Handbook on Fraud Indicators for Contractors as well as the relevant fraud indicators in CAM Figure 4-7-3. See “Principal Sources of Fraud Indicators” below.</p> <p>Based on the team discussion and other risk assessment procedures the team should document on W/P B, Section 4 the risk factors/indicators identified and design audit procedures to meet the audit objectives and provide reasonable assurance of detecting fraud and other noncompliances with applicable laws and regulations that could have a material effect on the proposal (i.e., tailor (add/delete/modify) the audit steps). GAGAS 6.13(a)</p> <p>Communication among audit team members about the risk of material misstatement due to fraud should continue as needed throughout the audit.</p> <p>Principle Sources of Fraud Indicators:</p> <ul style="list-style-type: none"> <li>• Handbook on Fraud Indicators for Contract Auditors, Sections I and III, (IGDH 7600.3, APO March 31, 1993) located at: <a href="http://www.dodig.mil/PUBS/igdh7600.doc">http://www.dodig.mil/PUBS/igdh7600.doc</a>.</li> <li>• CAM Figure 4-7-3.</li> </ul> <p>(To access the fraud handbook, copy and paste the web address shown above into the address block in Internet Explorer.)</p>	
<p><i>Auditor should develop steps.</i></p>	

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C-1	Detailed Steps	W/P Reference
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<i>Detailed steps should be developed. The audit steps may be designed to cover directly allocable, separately allocable, residual and other costs.</i>		

A-1	Concluding Steps	W/P Reference
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