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AUDIT/ENGAGEMENT EXECUTION & FIELDWORK

POLICY – GENERAL

The Audit Division (AD) will include the following elements in performing engagements as set forth by the Government Accountability Office (GAO) and the Institute of Internal Auditors (IIA):

- Perform, obtain, and document sufficient and appropriate:
 - Planning (including decision support for development and modification of audit procedures – See [Procedure No. 220.20](#));
 - Understanding and assessment of the environment and processes (including risk and internal control);
 - Auditor communication during planning and throughout the engagement;
 - Consideration of previous audits and attestation engagements;
 - Evidence, analysis and evaluation to support conclusions (using CAATs, where appropriate); and
 - Support for evidence, findings, recommendations and communications or reporting.
- Process for developing elements of a finding.
- Adequate supervision of staff, their proficiency, competency and exercise of due professional care (See [Policy No. 115.00](#) and [Procedure No. 215.00](#)).
- Consideration of fraud consistent with engagement objectives.
- Quality Assurance function based on a set of written policies and procedures.

AD staff must identify and document sufficient, reliable, relevant and useful information in each of the elements above to achieve the objectives of the audit/engagement.

FINANCIAL AND ATTESTATION AUDITS

Generally accepted government auditing standards (GAGAS) establishes requirements for performing financial and attestation audits, in addition to the requirements contained in AICPA standards. When performing financial or attestation engagements, the AD staff auditors will comply with these additional requirements and all related guidance.

Attestation engagements can provide one of three levels of service as defined by the AICPA – 1) an examination engagement, 2) a review engagement or 3) an agreed-upon procedures engagement. Auditors performing an attestation engagement should determine which of the three levels of service apply to that engagement and refer to the appropriate AICPA standards and GAGAS section for applicable requirements and considerations (further guidance for performing these types of engagements can be found in AD [Procedure No. 200.00](#)).

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NONAUDIT SERVICES, SPECIAL PROJECT OR CONSULTING SERVICES ENGAGEMENTS

In addition to the above elements, Internal auditors should be aware of special circumstances accompanying the performance of other engagements. Internal auditors must exercise due professional care during a nonaudit services, special project or consulting services engagements. This includes consideration of the following:

- The needs and expectations of the City of Houston departments requesting the nonaudit services, special project or consulting services engagements, including the nature, timing, and communication of engagement results;
- The relative complexity and extent of work needed to achieve the engagement's objectives; and
- The cost associated with the nonaudit services, special project or consulting services engagement in relation to any potential benefits to be derived from engagement.

NOTE: The concepts of reasonable assurance, significance and risk form a framework for applying this policy, which is in accordance with professional standards and are included throughout the discussion.

RELEVANT PROFESSIONAL STANDARDS AND GUIDANCE

GAGAS (YELLOW BOOK)

FINANCIAL AUDITS	CHAPTER 6
ATTESTATION ENGAGEMENTS	CHAPTER 7
PERFORMANCE AUDITS	CHAPTER 8

IIA STANDARDS (RED BOOK)

1220 DUE PROFESSIONAL CARE
2200 ENGAGEMENT PLANNING
2201 PLANNING CONSIDERATIONS
2210 ENGAGEMENT OBJECTIVES
2220 ENGAGEMENT SCOPE
2230 ENGAGEMENT RESOURCE ALLOCATION
2240 ENGAGEMENT WORK PROGRAM
2300 PERFORMING THE ENGAGEMENT
2310 IDENTIFYING INFORMATION
2320 ANALYSIS AND EVALUATION
2340 ENGAGEMENT SUPERVISION

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IIA IMPLEMENTATION GUIDANCE

- 1220 DUE PROFESSIONAL CARE
- 2200 ENGAGEMENT PLANNING
- 2201 PLANNING CONSIDERATIONS
- 2210 ENGAGEMENT OBJECTIVES
- 2220 ENGAGEMENT SCOPE
- 2230 ENGAGEMENT RESOURCE ALLOCATION
- 2240 ENGAGEMENT WORK PROGRAM
- 2300 PERFORMING THE ENGAGEMENT
- 2310 IDENTIFYING INFORMATION
- 2320 ANALYSIS AND EVALUATION
- 2340 ENGAGEMENT SUPERVISION

NOTE: The concept of fieldwork, as a professional standard, is broader than the time 'spent in the field' and is a term not used in the standards issued by the IIA, except in relationship to Quality Assurance and assessing the timeliness of engagement reporting.

CHANGE HISTORY

Chg #	Date	Section	Description/Reason
1	3/31/2016	Financial and Attestation Audits	To address concerns the AD possessed or could acquire the capability to perform financial and attestation audit services and to ensure such services were not excluded from the P&P.
2	3/31/2016	Nonaudit services, special project or consulting services engagements	To address changes made to GAO and IIA standards regarding nonaudit services.
3	3/31/2016	IIA Standards and Practice Advisories	To add additional standards to the P&P regarding Due Professional care.
4	7/1/2019	Relevant Professional Standards	Updated to reflect updates to Professional Standards
5	8/24/2022	Policy-General	The addition of clarifying language to address peer review observations.