



OFFICE OF THE
UTAH STATE AUDITOR

**2016 Changes for the Guide for the Agreed-Upon Procedures Engagements
for Local Government Entities**

Chapter 1. APPLICABILITY

1. Not applicable to Nonprofit Organizations (except non-operating Charter Schools).

Chapter 2. COMPONENTS OF AN AGREED-UPON PROCEDURES (AUP) ENGAGEMENT – no significant changes.

Chapter 3. AGREED-UPON PROCEDURES (workpaper format)

Clarifications added:

2. Budgetary Compliance – budgets are required for Charter Schools; clarification that all funds required to adopt a budget (permanent trusts and fiduciary funds are not required) should be reviewed for budget overages, not just those required to be presented in a CAFR (general and special revenue funds).
3. Open and Public Meetings Act – charter schools not required to post meeting minutes on Utah Public Notice website.

Deleted procedures:

4. Open and Public Meetings Act – requirement to report directly to OSA.
5. Review of written policies and procedures for purchasing, nepotism, conflicts of interest and GRAMA.
6. Review of employees supervising relatives.

Added procedures:

7. Treasurer's Bonds
8. Reporting to OSA Transparency related GL data summaries.

Chapter 4. EXAMPLE AGREED-UPON PROCEDURES ENGAGEMENT LETTER – no significant changes

Chapter 5. EXAMPLE REPORT ON AGREED-UPON PROCEDURES

9. Updated for the changes in procedures noted above in Chapter 3.

Chapter 6. EXAMPLE WRITTEN REPRESENTATION LETTER – no significant changes