

UNIT 12. ANNUAL AUDIT

Lesson 2. Annual Audit Verification

Introduction

Lesson Overview	This lesson describes the process of verifying and submitting an Annual Audit.
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Objective(s)	After this lesson, students should be able to: <ul style="list-style-type: none">• Verify an Annual Audit
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References	<ul style="list-style-type: none">• Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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Lesson Structure

Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at Adam.C.Shelton@uscg.mil

Lesson Title	Lesson 12. Annual Audit Verification
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 13 by 1030 PST • <u>Complete:</u> Day 13 by 1200 PST • <u>Duration Range:</u> 60 minutes – 90 minutes
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> • JA, "How to Verify an Annual Audit"
1. Develop Knowledge	This lesson covers the steps required when verifying an Annual Audit. See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers practice verifying an Annual Audit. See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in verifying an Annual Audit. See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	


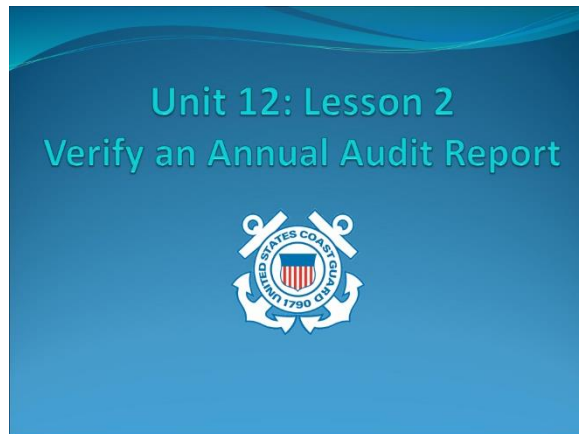
Knowledge Development: Verify Annual Audit

**Instructions:
Online
Presentation**

1. Access paper Job Aid, “How to Verify an Annual Audit” in your Job Aid Booklet.
 2. Go to milSuite.mil for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>
 3. Click “Knowledge Development” link under Unit 12, Lesson 2
 4. Listed on this screen are the materials you need to complete the presentation, including:
 - LECTURE_U12L2_VerifyAnnualAudit
 5. Optional: After viewing presentation, refer to the slides in this section as a refresher.
 6. Email instructor with any questions, if needed.
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Knowledge Development: Verify Annual Audit Slides



Objective(s)

- After this lesson, students will be prepared to:
 - Verify paperwork from a complete annual audit

Annual Audit (Report) Memorandum



The diagram illustrates the flow of an Annual Audit (Report) Memorandum. It starts with an icon of a red hard hat and a magnifying glass, labeled "Auditor". An arrow points to a document titled "Memorandum" with the heading "To Command". Another arrow points to a document titled "Memorandum" with the heading "To FSO".

Memorandum
To: Command
From: Auditor
Subject: Annual Audit Report

Memorandum
To: FSO
From: Command
Subject: Annual Audit Report

Knowledge Development: Verify Annual Audit Slides, Continued

Annual Audit VS End of Month

- Three differences in submitting EOM and Annual reports:
 1. Type of Reports you mark on CG-2576 and CG-4261 are different
 2. Signatures on CG-4261 are different
 3. For an Annual Audit you add the two Annual Audit memos along with the other files you deliver



Type of Report (CG-2576)

COAST GUARD DINING FACILITY OPERATING STATEMENT						12-34867	
	Class of CGDF	CY01-09-00 REPORT			Period Current		
	AFFOAT	<input checked="" type="checkbox"/> Prepaid	<input type="checkbox"/> Accrued	<input type="checkbox"/> Non-current	From 01-Jan-20	To 31-Dec-20	
A OPERATING STATEMENT				B MEMORIAL OF ACCOUNTS RECEIVABLE			
\$	-	SALES TAX AND FEES (INCLUDING LINE INCOME Tax)			\$	-	
\$	-	Sales & SERVICE TAX (GROSS SALES)			\$	-	
\$	-	SALES TAXATION OF MERCHANDISE BY			\$	-	

End of Month Report

Annual Audit Report

For an Annual Audit Report, check the box marked: **Memorandum** on your CG-2576

If you are submitting your Annual Audit along with your EOM report, also check the **Regular** box. **Note:** if you are submitting the Annual report along with your Monthly report, you do NOT have to send two copies.

Type of Report (CG-4261)

PROVISION INVENTORY REPORT UNIT NAME: USCG Platform OFFAC NUMBER: 00-00000

INVENTORY: REGULAR PAGE 1 OF 8 DATE: 30-Jun-20

VERIFICATION

ITEM	U#	QUAN	UNIT PRICE	VALUE	ITEM	U#	QUAN	UNIT PRICE	VALUE
Beef Ground		15	3.50	52.50		UB			

End of Month Report

Annual Audit Report

For an Annual Audit Report, check the box marked:
Verification on your CG-4261

If you are submitting your Annual Audit along with your EOM report, also check the **Regular** box. Note: Again, if you are submitting the Annual report along with your Monthly report, you do NOT have to send two copies.

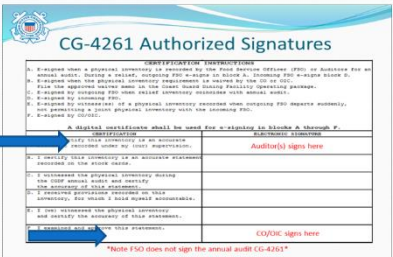
Knowledge Development: Verify Annual Audit Slides, Continued

Check Signatures (CG-4261)

Remember:
The CG-4261 is NOT signed by the FSO this time because the FSO was not involved in the physical audit.

Auditor(s) signed Certification Box A.

CO/OIC signed in Box F



The image shows a slide titled 'Check Signatures (CG-4261)'. It includes a 'Remember' note stating that the CG-4261 is not signed by the FSO at this time. It points to 'Auditor(s) signed Certification Box A' and 'CO/OIC signed in Box F'. An inset image shows the 'CG-4261 Authorized Signatures' form. This form has a header with the title and a list of instructions. Below the instructions is a table with two columns: 'Signature' and 'Date'. The first row is for the Auditor(s), with a red arrow pointing to the 'Signature' line and the text 'Auditor(s) signs here'. The second row is for the CO/OIC, with a red arrow pointing to the 'Signature' line and the text 'CO/OIC signs here'. A note at the bottom states 'Note: FSO does not sign the annual audit CG-4261'.

Turn Documents into PDFs

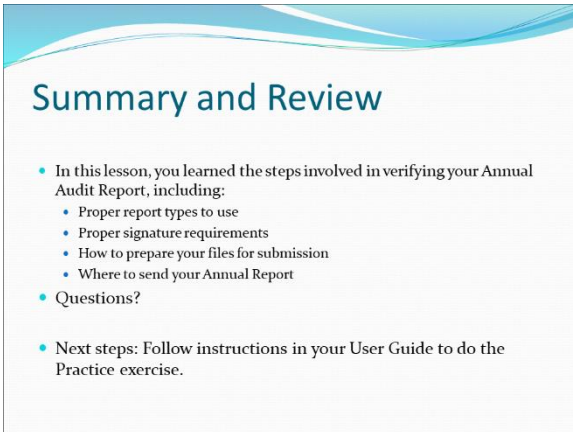
Once everything is verified, turn the following documents into PDFs.

- Annual Audit Designation Memorandum
- CG-2576 (PISW)
- CG-4261 (IMWP)
- Auditor's CG-4971 (if your unit takes cash)
- Annual Audit Memorandum (final report)

Where to email your Audit

- FINCEN
- SPL (Subsistence Product Line)

Knowledge Development: Verify Annual Audit Slides, Continued

A presentation slide titled "Summary and Review" with a blue wavy header. It contains a bulleted list of topics covered in the lesson and the next steps for the user.

Summary and Review

- In this lesson, you learned the steps involved in verifying your Annual Audit Report, including:
 - Proper report types to use
 - Proper signature requirements
 - How to prepare your files for submission
 - Where to send your Annual Report
- Questions?
- Next steps: Follow instructions in your User Guide to do the Practice exercise.

Practice: Verify Annual Audit

Instructions: Practice

Access Practice Materials Online

1. Access paper Job Aid, “How to Verify an Annual Audit” in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “Practice” link under Unit 12, Lesson 2
4. Listed on this screen are the materials you need to complete your practice activity, including:
 - PRACTICE U12L2 AuditMemorandum
 - PRACTICE U12L2 DesignationMemorandum
 - PRACTICE U12L2 IMWPVA
 - PRACTICE U12L2 PVAISW

Scenario for Practice:

Your annual audit has been completed by the designated auditor and you have received the Annual Audit Memorandum (the auditor’s report.)

You must verify the contents of the auditor’s report as described in your job aid. Then you must prepare the package to be submitted to FINCEN and SPL.

- Note that you are submitting this Annual Audit package at the same time you are submitting your End of Month report.
- Your unit does NOT take cash

Complete Practice

5. Review the Scenario. Use your Job Aid to make required observations of the Practice documents, then email your instructor:
 - A list of 5 mistakes you find in the documentation.
 - A list of documents you would email to FINCEN and SPL to submit your Ann

Continued next page

Practice: Verify Annual Audit

Instructions:
Practice,
CONT.

6. Create EMAIL to your instructor.
- Subject: U12L2 PRACTICE (Your Last Name)
 - Body of Email will include:
 - A list of 5 errors found in the Annual Audit documentation
 - The list of documents you would email to FINCEN and SPL to submit your annual Audit
 - Unit/Lesson # and Practice (U12L2 Verify Annual Audit)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

7. Your instructor will contact you with feedback using the email and phone number you included in your email.
8. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Verify Annual Audit

Instructions: Assessment

Access Practice Materials Online

1. Access paper Job Aid, “How to Verify and Annual Audit” in your Job Aid Booklet
2. Go to milSuite.mil
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click “Practice” link under Unit 12 Lesson 2
4. Listed on this screen are the materials you need to complete the presentation, including:
 - ASSESSMENT U12L2 AuditMemorandum
 - ASSESSMENT U12L2 DesignationMemorandum
 - ASSESSMENT U12L2 IMWPVA
 - ASSESSMENT U12L2 PVAISW

Scenario for Assessment

Your annual audit has been completed by the designated auditor and you have received the Annual Audit Memorandum.

You must verify the contents of the auditor’s report as described in your job aid. Then you must prepare the package to be submitted to FINCEN and SPL.

- Note that you are submitting your Annual Audit Report package along with your End of Month Report.
- Your unit does NOT take cash

Complete Assessment

5. Review the Scenario. Use your Job Aid to make required observations of the Assessment documents, then email your instructor:
 - A list of 5 mistakes you find in the documentation.
 - A list of documents you would email to FINCEN and SPL to submit your annual audit.

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Assessment: Verify Annual Audit, Continued

**Instructions:
Assessment,
CONT.**

6. Create EMAIL to your instructor.
 - Subject: U12L2 PRACTICE (Your Last Name)
 - Body of Email will include:
 - A list of 5 errors found in the Annual Audit documentation
 - The list of documents you would email to FINCEN and SPL to submit your annual Audit
 - Unit/Lesson # and Practice (U12L2 Verify Annual Audit)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Assessment

7. Your instructor will contact you with feedback using the email and phone number you included in your email.
8. Instructor feedback on your practice:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready to attempt a second assessment or if you want to go back and do another practice before attempting assessment again.4. Pursue action determined with instructor to successfully pass your assessment.

End of Assessment