

Sample ABC CPA Firm

INDEPENDENT ACCOUNTANTS' REPORT

XYZ Example Machining and Wisconsin Department of Workforce Development

We have examined management's assertion that the trainee and trainer data is presented in accordance with the Wisconsin Department of Workforce Development (DWD) criteria set forth in the Wisconsin Fast Forward Worker Training Grant between the DWD and XYZ Example Machining's management is responsible for the assertion. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountant and, accordingly, included examining, on a test basis, evidence supporting trainee and trainer data and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Procedures

We obtained from management a detailed listing of all trainees and trainers qualifying for the Wisconsin Fast Forward Worker Training Grant, including the trainee and trainers hourly wage rate and hours worked for the period July 1, 2016 to September 1, 2016. The total of the wages for those participants was agreed to payroll records for the same time period. A sample of 50% of the total trainees was selected from the detailed listing provided and the wage rate and hours worked for the sampled participants was agree to personnel files and payroll records obtained from management for the period tested. For each trainee, there was a corresponding trainer and for each trainee selected in the sample above, we also agreed the wage rate and hours worked for the trainer to personnel files and payroll records obtained from management for the period tested.

Findings

The detailed listing obtained from management was agreed to payroll records obtained from management for the period July 1, 2016 to September 1, 2016 without exception.

Based on a sampling requirement of 50% of the total trainees, we selected a sample of 125 participants. We identified a total of 12 errors where the number of hours included in the reporting submitted to the DWD was different than the actual hours the trainee was actually present for the training. These errors resulted in in XYZ Example Machining receiving \$250 more than they should have and an error rate of 10%. Due to the error rate exceeding 5%, we were required to select an additional sample of 20% of the trainees, or 25 participants. We did not identify any errors within this additional sample.

In our opinion, managements assertion referred to above is fairly stated, in all material respects, the trainee and trainer data of XYZ Machining for the period July 1, 2016 through September 1, 2016.

This report is intended for the information and use of XYZ Example Machining and the Wisconsin Department of Workforce Development and is not intended to be and should not be used by anyone other than these specified parties.

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Milwaukee, Wisconsin
September 25, 2016