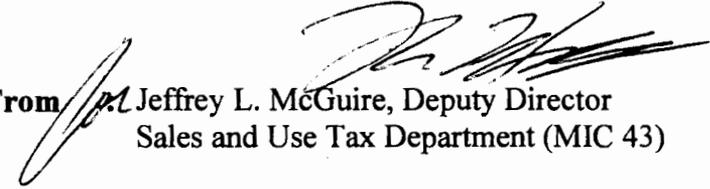


Memorandum **REVISED**

To : Ms. Cynthia Bridges
Executive Director (MIC 73)

Date: September 12, 2014

From  Jeffrey L. McGuire, Deputy Director
Sales and Use Tax Department (MIC 43)

Subject : Board Meeting September 23, 2014
Item N: Administrative Agenda
Proposed Revisions to Audit Manual, Chapter 3, *Audit Working Papers*

In accordance with the established procedures for audit and compliance manual revisions, I am submitting proposed revisions to Audit Manual (AM) Chapter 3, *Audit Working Papers*.

The proposed revisions, which incorporate current policies and procedures have been reviewed and approved by SUTD management, provided to Board Members, and posted at <http://www.boe.ca.gov/sutax/pmr.htm> to solicit comments from interested parties. No comments were received from interested parties with regard to these revisions. However, one comment was received from Board member staff regarding AM section 0303.40, *Layout*. One sentence was deleted from this section to better clarify digital audit procedures.

The revisions are attached for your reference. We request your approval to forward them to the Board Proceedings Division for placement on the Administrative Agenda as a consent item at the September 2014 meeting.

If you have any questions, please let me know or contact Ms. Susanne Buehler at 324-1825.

JLM:ljm
Attachment

Approved:

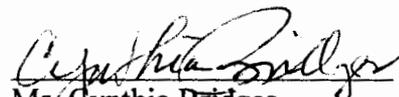
STATE BOARD OF EQUALIZATION



BOARD APPROVED

At the September 23, 2014 Board Meeting

Joann Richmond
Joann Richmond, Chief
Board Proceedings Division


Ms. Cynthia Bridges
Executive Director

cc: (all with attachment)
Mr. Wayne Mashihara (MIC 46)
Ms. Susanne Buehler (MIC 92)
Mr. Kevin Hanks (MIC 49)

Audit Manual

Chapter 3

Audit Working Papers

Sales and Use Tax Department
California State
Board of Equalization

| *This is an advisory publication providing direction to staff administering the Sales and Use
Tax Law and Regulations. Although this material is revised periodically, the most current
material may be contained in other resources including
Operations Memoranda and Policy Memoranda.*

| *Please contact any ~~board~~ [Board of Equalization](#) office if there are
concerns regarding any section of this publication.*

AUDIT WORKING PAPERS

0300.00

INTRODUCTION

0301.00

SCOPE OF CHAPTER

0301.05

It is impractical to make rigid rules covering the arrangement and content of all working papers. Each audit or examination has problems peculiar to it alone, and each auditor has their own ideas as to what constitutes essential information and how it should be presented. Inflexibility in procedures and working papers tends to discourage initiative, whereas the aim of the Board of Equalization (BOE) is to encourage this ~~type of~~ quality in tax auditors. There are, however, certain features of working papers that can and should be standardized, such as ~~size and type of paper~~ templates, indexing, cross-referencing, and binding—general arrangement of data, which includes the set up and naming of the electronic audit folders. This chapter addresses those features, and provides examples together with complete specimen sets of working papers and with representative samples of various types of summary and subsidiary schedules as exhibits.

DIGITAL AUDIT DEFINED

0301.07

A digital audit is a completely paperless audit package that contains all of the necessary files and documents to support the audit findings. The basic structure of a digital audit is a Windows file folder that contains audit files in Excel, Word, and PDF format. This Windows file folder is known as the “audit case folder” (see AM section 0302.00). It generally consists of an Excel file that contains the audit working papers and a series of subfolders used to organize pertinent information in the audit such as forms and supporting audit documents.

AUDIT WORKING PAPERS DEFINED AND DESCRIBED

0301.10

The term “audit working papers” (AWPs), as used in this chapter, means the worksheets and other pertinent material compiled by the auditor in the course of making a field audit, revised audit, reaudit, field billing order, or adjusted field billing order, ~~together with other pertinent material~~. “Other pertinent material” may include letters, faxes, memoranda compiled by the taxpayer, ~~photocopies~~ scanned copies of letters, reproduced copies of pertinent schedules, information from prior ~~audit working papers~~ AWPs, forms, etc.

GENERAL GUIDELINES FOR WORKING PAPERS

0301.15

Working papers serve as the connecting link between the auditor’s fieldwork and the audit report. As such, working papers should contain the evidence accumulated in support of the conclusions and recommendations included in the audit report.

General guidelines for the preparation of working papers include:

- a) Completeness and accuracy — Working papers should be complete and accurate in order to provide proper support for findings, conclusions, and recommendations. Working papers also document the nature and scope of the examination performed. The test of completeness is whether a third party can review the schedule, understand its purpose, and make use of it, without consulting with the auditor who prepared it.

Working papers will be examined by the auditor's supervisor, ~~and by~~ and the reviewing auditors, and may be used by hearing officers, attorneys, or Board Mmembers, or as evidence in courts of law. They are the basis for recommended determinations. ~~and usually serve as a measure of an auditor's experience and judgment.~~

- b) Clarity and understandability — Working papers should be clear and understandable without supplementary oral explanations. The information they reveal should be clear, complete, and concise. Anyone using the working papers should be able to readily determine their purpose, the nature and scope of the work done, and the auditor's conclusions. Conciseness is important, but clarity and completeness should not be sacrificed just to save time ~~or paper~~.
- c) Legibility and neatness — Working papers should be legible and as neat as practicable. Sloppy working papers may lose their worth as evidence. Use proper grammar, punctuation and correct spelling. In a Word document use the "Spelling and Grammar" command to proofread for spelling and grammar. Use short sentences and simple, common words to increase readability whenever possible. ~~Crowding and writing between lines should be avoided by anticipating space needs and arranging the working papers before writing.~~ Some simple guides to follow in this respect are:
- ~~Use careful handwriting.~~
 - Use ~~of~~ captions to separate subjects.
 - ~~Confine the length of comments on fifteen-column worksheets to approximately six columns.~~
 - Separate subject matter properly.
 - Use descriptive headings.
 - ~~Use computer generated working papers to ensure that working papers are legible and neat. (See Section 0302.07 and 0302.08.)~~
- d) Pertinence — The information contained in working papers should be restricted to matters that are material, pertinent, and useful with reference to the audit assignment. The auditor should not copy figures from the taxpayer's books without good reason, but should consider the audit procedure and method of verification so that only necessary data will be recorded. Avoid extraneous or redundant comments.

BACKUP PROCEDURES

0301.20

All audits in process will be backed up to a designated location on the Local Area Network (LAN). Each auditor is responsible for backing up AWP's to the LAN on a weekly basis. The network's "J:\\" drive has been identified for this purpose. This procedure ensures the data can be restored in case of equipment failure. In addition, it provides supervisors the ability to review work in response to taxpayer contact, audit issues, and auditor performance issues. If a weekly backup is not practical, auditors should make alternative arrangements with their supervisors.

AUDIT FOLDER STRUCTURE

0302.00

When an audit is assigned to an auditor, district supervisory staff electronically provides the account number, audit case ID, and audit transcript download file. The auditor creates an audit case folder using the downloaded transcript. The new audit case folder with the audit case ID and business name are saved in the “My Audits” folder on the C drive. The audit working paper Excel file and the Start 21 workbook (see AM section 0201.01) are automatically created and named.

Proper set up and naming of audit folders are important in the organization of an audit. These folders are viewed by many departments; therefore, proper organization is crucial for efficient viewing and processing of audits. The following audit case folder structure is required for the organization and naming of audit folders and files and applies to all audits, field billing order (FBOs), revised audits and re-audits. Exhibit 21 provides a detailed list of Digital Audit File locations.

Audit Main Folder

0302.05

Each audit case folder is created by the BOE Audit Program (see AM section 0303.08). Included in the audit case folder are subfolders and the audit working papers Excel file. This file is the **only** file that is not contained in a subfolder.

Audit Sub Folders

0302.10

Certain subfolders and files are automatically populated by the BOE Audit Program. Additional folders may be manually created as needed. All unused folders must be deleted except for the correspondence folder, which will be used by Audit Control.

<u>Sub-Folder</u>	<u>What goes in each folder?</u>
<u>Forms</u>	<ul style="list-style-type: none">• <u>BOE forms pertinent to the audit</u>
<u>Correspondence</u>	<ul style="list-style-type: none">• <u>Consists of two subfolders</u><ul style="list-style-type: none"><u>Letters (both letters sent and received)</u><u>Emails (saved as .msg extension)</u>
<u>Large Files</u> <u>(No Backup)</u>	<ul style="list-style-type: none">• <u>Data files, miscellaneous files</u>• <u>The Large Files folder cannot be saved on the J:\ drive</u>• <u>Delete this folder from the J drive before placing in the audit control folder</u>
<u>Supporting Audit Documents</u>	<ul style="list-style-type: none">• <u>Documents that support the audit findings such as XYZ letters, resale certificates, etc. and are directly used in the determination of the audit findings</u>
<u>Uploads</u>	<ul style="list-style-type: none">• <u>Upload files (.ewb, .upl, .txt)</u>
<u>Memos & Misc Documents</u>	<ul style="list-style-type: none">• <u>Memorandums such as leads to create the audit</u>• <u>Miscellaneous documents not directly used in the determination of audit findings</u>
<u>Superseded Schedules</u>	<ul style="list-style-type: none">• <u>Superseded schedules (Saved in PDF format)</u>
<u>Original Audit</u>	<ul style="list-style-type: none">• <u>To be created by the auditor if the audit is a revised audit</u>

File and Folder Naming Conventions

0302.15

The DBA name, or the name commonly used to refer to the taxpayer, should be used when naming files and folders. It is recommended to limit the taxpayer name to 8 characters or less. Longer names may be used if they are kept at a reasonable length for ease of viewing.

(The entire filename and path must be less than 200 characters. For example, the filename:

“C:\My Audits\EA 54321 ABCO\FORMS\Audit Plan\EA 54321 ABCO Audit Plan.pdf” must be less than 200 characters.)

<u>Audit Main Folder</u>	
<u>Naming Format</u>	<u>District Code Case Number Taxpayer Name</u> (District Code is based on district conducting the audit)
<u>Example</u>	<u>EA 54321 ABCO</u>

<u>Files/Documents/Forms</u>	
<u>Naming Format</u>	<u>District Code Case Number Taxpayer Name Document Number</u>
<u>Example</u>	<u>EA 54321 ABCO BOE 82.pdf</u>

<u>BOE 122, BOE 101, BOE 836A</u>	
<u>Naming Format</u>	<u>District Code Case Number Taxpayer Name Document Name Date</u>
<u>Dates</u>	<u>BOE 122 : Extension through Date per document</u> <u>BOE 101: Claim Date</u> <u>BOE 836A: Report of Discussion Date</u>
<u>Example</u>	<u>EA 54321 ABCO BOE 101 2011 04 15</u> <u>EA 54321 ABCO BOE 122 2011 10 31</u> <u>EA 54321 ABCO BOE 836A 2011 09 20</u>

Forms

0302.20

A Start 21 workbook is automatically created each time a new audit is created using the “BOE Auditing” program. The Start 21 workbook is located in the *Forms* folder. The Start 21 workbook consists of an *Audit Information Template* and BOE approved audit forms that are common to most audits. The *Start 21 Audit Information Template* must be completely filled out as many of the forms included in the Start 21 workbook have fields that use the same information. Filling out the Template will populate the common information in all the Start 21 forms. (See AM section 0201.01.)

No tabs are to be deleted from Start 21. All unused tabs *must* be hidden EXCEPT for the 414A tabs which **must not be hidden** regardless if the audit is a change audit or FBO. All forms (tabs) in Start 21 that were printed as a pdf file and stored in the *Forms* folder should also be hidden.

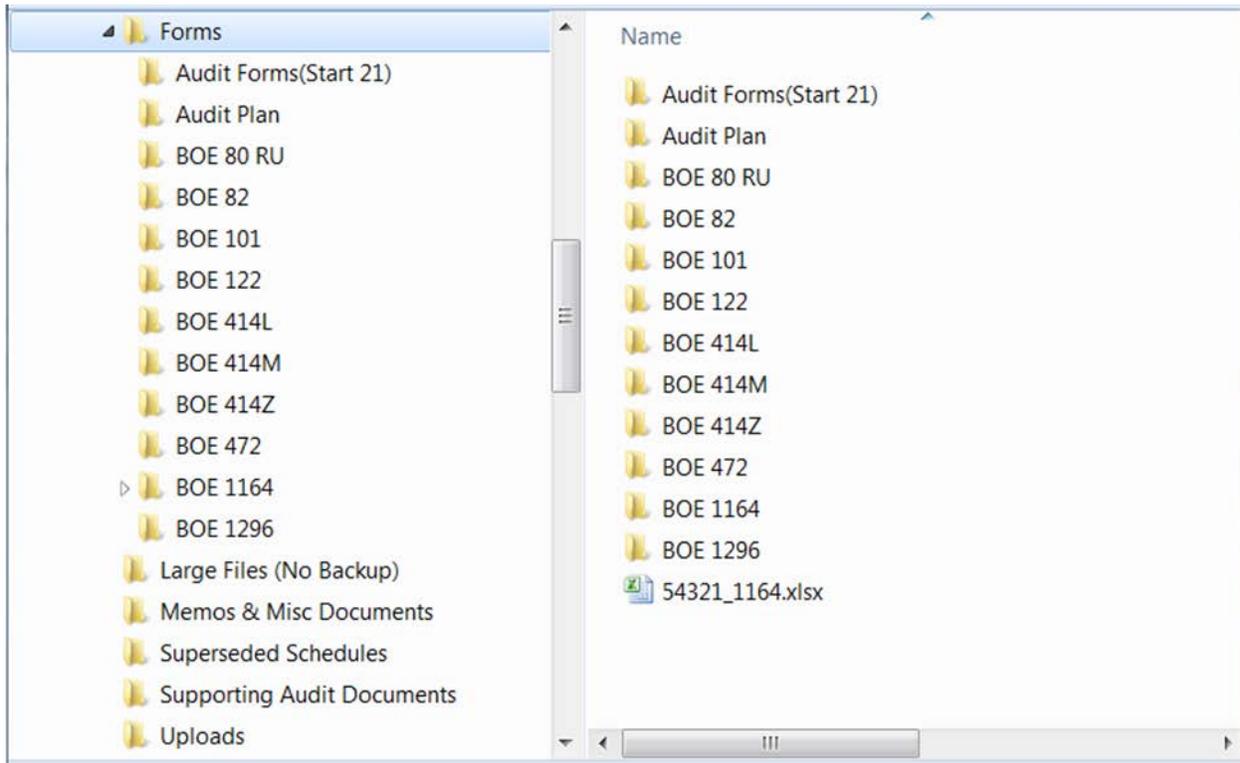
Subfolders should be created for each form group. If a subfolder is not automatically created by the audit program, it must be created by the auditor. Unused subfolders should be deleted.

Following is a list of forms that should go in the *Forms* folder. Additional forms may be included:

<u>Form</u>	<u>Filename</u>
<u>Audit Forms(Start21)</u>	<u>EA 54321 ABCO Start 21.xlsm</u>
<u>Audit Plan</u>	<u>EA 54321 ABCO Audit Plan.(xls or pdf)</u>
<u>BOE 80RU</u>	<u>EA 54321 ABCO BOE 80RU.pdf</u>
<u>BOE 82</u>	<u>EA 54321 ABCO BOE 82.pdf</u>
<u>BOE 101</u>	<u>EA 54321 ABCO BOE 101 2011 05 15.pdf</u>
<u>BOE 122</u>	<u>EA 54321 ABCO BOE 122 2011 07 31.pdf</u> <u>EA 54321 ABCO BOE 122 2011 10 31.pdf</u>
<u>BOE 204</u>	<u>EA 54321 ABCO BOE 204.pdf</u>
<u>BOE 392</u>	<u>EA 54321 ABCO BOE 392.pdf</u>
<u>BOE 414Z</u>	<u>EA 54321 ABCO BOE 414Z.pdf</u>
<u>BOE 472</u>	<u>EA 54321 ABCO BOE 472 Fixed Assets.pdf</u>
<u>BOE 698</u>	<u>EA 54321 ABCO BOE 698.pdf</u> <u>EA 54321 ABCO IDR #1.docx</u> <u>EA 54321 ABCO IDR #2.docx</u>
<u>BOE 699 AFPS</u>	<u>EA 54321 ABCO BOE 699 001.pdf</u> <u>(If you have multiple 699's, identify in succession by number, such 001, 002, 003, etc.)</u> <u>EA 54321 ABCO BOE 699A.pdf</u>
<u>BOE 1164</u>	<u>AP 13987654 54321 BOE 1164.pdf</u> <u>AP_13987654_Supportdoc1.pdf</u>
<u>BOE 1296</u>	<u>EA 54321 ABCO BOE 1296.pdf</u>
<u>BOE 836A</u>	<u>EA 54321 ABCO BOE 836A 2011 05 12.docx</u>
<u>20G3</u>	<u>EA 54321 ABCO SCHEDULE 20G3.pdf</u>
<u>BOE 414-M*</u>	<u>EA 54321 ACBO BOE 414M.pdf</u>
<u>BOE 414-L</u>	<u>EA 54321 ACBO BOE 414L.xls</u>

* The downloaded 414M will remain in the audit working papers. A separate copy, either as an Excel file or PDF file, must be placed in the *Forms* folder.

Sample Forms Subfolder:



Correspondence

0302.25

The *Correspondence* folder contains all correspondence pertaining to the audit that is not directly used in the determination of the audit results. Examples include:

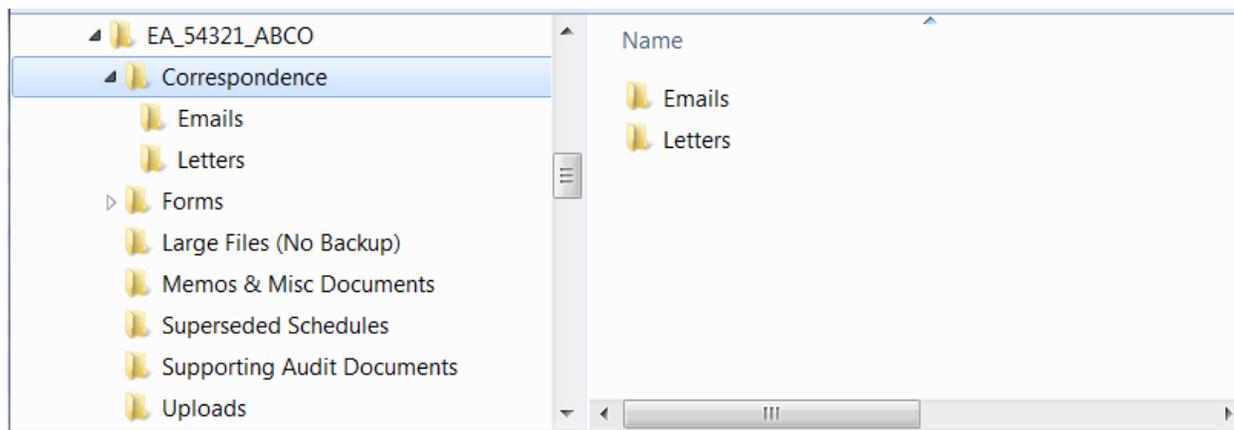
- [Audit engagement letters \(80 series\)](#)
- [Audit results letters \(79 series\)](#)
- [General taxpayer correspondence letters](#)
- [Emails saved as Outlook ".msg" files. Use naming convention " District Code Case Number Taxpayer Name e-mail Date"](#)

Following is a list of correspondence that should go in *Correspondence* folder. Additional correspondence may be included:

<u>Document</u>	<u>Filename</u>
<u>BOE 80A</u>	<u>EA 54321_ABCO_BOE 80A.doc</u>
<u>BOE 80C</u>	<u>EA 54321_ABCO_BOE 80C.doc</u>
<u>Emails*</u>	<u>EA 54321_ABCO_2011_04_13.msg</u>

* It is not necessary to save all emails pertaining to an audit. Auditors should use judgment on what emails are important enough to save to an audit folder. It is recommended to save important emails as opposed to copying and pasting the text into the 414-Z program.

Sample Correspondence Subfolder:



Large Files (No Backup)

0302.30

The *Large Files* folder should contain information used in the audit that does not need to be transmitted with the AWP, such as taxpayer downloads, Computer Audit Specialist (CAS) files, etc.

Information stored in this folder cannot be backed up to the J:\ drive, nor should it be included in the completed digital audit case folder.

Supporting Audit Documents

0302.35

The *Supporting Audit Documents* folder contains all document files that support the audit findings, such as XYZ letters, invoices, contracts, resale certificates, etc.

Each file name should be descriptive of the area to which it pertains. If there are multiple files of the same type (i.e. XYZ letters), create a subfolder for them.

For example:

EA ABCO Subfolder Name: 12A XYZ Letters

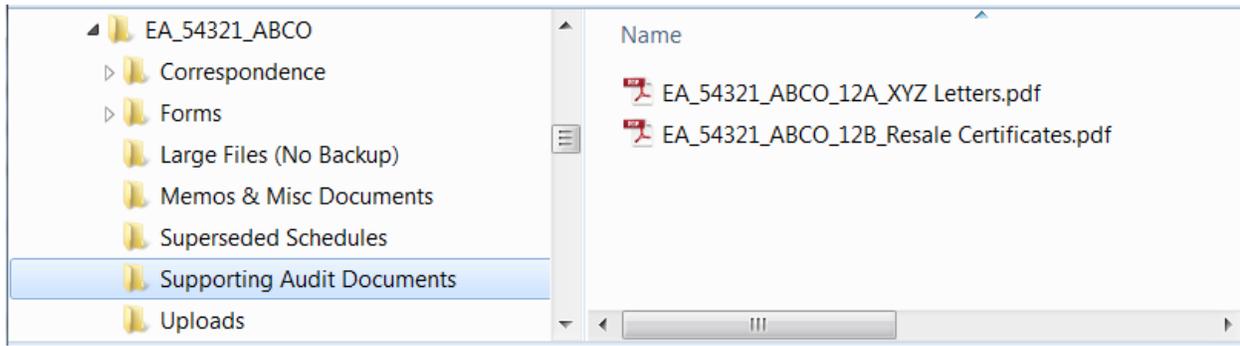
File Name: EA_ABCO_XYZ_Buyer 1

PDF file sizes should be kept as small as possible. There may be cases where there are too many scanned documents for one PDF file. In such cases, the auditor has the discretion to create multiple PDF files stored in a subfolder.

- Creating multiple PDF files makes it easier to hyperlink to specific documents.
- For example, an auditor has fifty XYZ letters to scan. The auditor has the discretion to create several smaller PDF files in lieu of one PDF file with fifty pages.
- When multiple PDF files are used, a subfolder must be created.

Statistical Sample information should be included in a subfolder in the *Supporting Audit Documents* folder. This generally includes pull sheets, Audit Command Language (ACL) reports, control figures, and other files the Computer Audit Specialist provides the auditor. The stat sample random number generator (if used by auditor) and evaluation should remain in the AWP's. Do not include the taxpayer's downloaded records in the digital audit.

Sample Supporting Audit Documents Subfolder:



Uploads

0302.40

The *Uploads* folder contains the following files which are used to upload the audit information to IRIS:

- 54321_e.upl
- 54321_ewb.xls
- 54321_e.txt

Superseded Schedules

0302.45

When a schedule(s) is revised based on a formal or informal go-back, revised audit, or other recommendation, the auditor must first save the original schedule(s) **as a PDF** in the *Superseded Schedules* folder. This may be done by saving each schedule as an individual PDF file, or using the Print Entire Workbook feature in Excel to save the entire workbook as a PDF file. The auditor then makes the appropriate corrections on the current audit working papers Excel file.

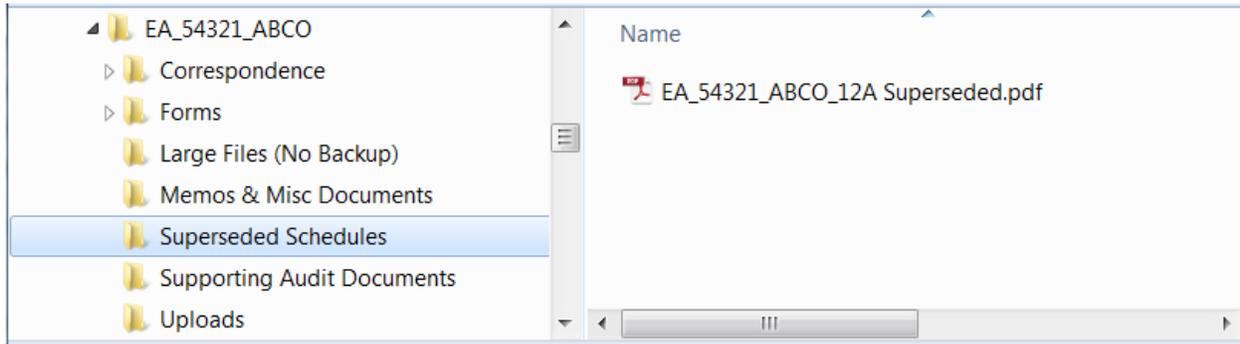
In the case of a Go-Back, the Go-Back Form, which is included as the first worksheet in the audit working papers file, will document all corrections by the auditor. Schedules requiring audit control to comp the data are to be noted on the Go-Back Form. Auditors and supervisors do not need to sign the electronic go-back sheet. Typing in a name on the sheet and using the *Email Approval Chain* (see AM section 0219.06) will suffice in lieu of a wet signature.

The naming convention of the superseded schedule(s) is as follows:

<u>Superseded Schedules</u>	
<u>Naming Format</u>	<u>District Code CaseNumber TaxpayerName Schedule Superseded</u>
<u>Example</u>	<u>EA 54321 ABCO 12A1 Superseded.pdf</u>

[EA_54321_ABCO_12A_Superseded.pdf](#)
[EA_54321_ABCO_12E_Superseded.pdf](#)

Sample Superseded Schedules Subfolder:

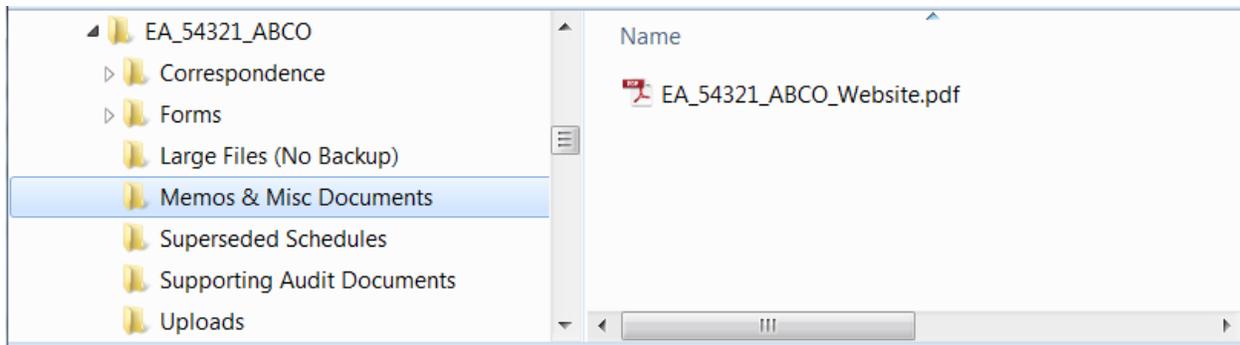


Memos and Miscellaneous Documents

0302.50

The *Memos and Misc Documents* folder contains all memos and miscellaneous files pertaining to the audit that are not directly used in the determination of the findings.

Sample Memos and Miscellaneous Documents Subfolder:



Audit Working Paper File

0302.55

Each audit contains the audit-program generated working paper Excel file with the naming convention "*District Code Case Number Taxpayer_WP.xls*." This file is the only file **not** in a sub-folder of the digital audit case folder.

There should only be **one** copy of the Excel audit working papers in the main audit folder. If a second copy of the working papers is necessary, they should be in a subfolder such as *Revised Audit*. The only exception to this is in the case of large audits where the audit working papers do not fit into one Excel file. In this case, the two Excel working paper files must be clearly named and must not contain duplicate information.

The working paper file will have the following tab order:

- Index
- Verification Comments (embedded Word document)
- Local Tax Allocation, 414L, pg. 3
- Electronic 414M Transcripts (include all download detail including tax matrix schedule, unnecessary tabs can be hidden).
- Schedule Detail: 12A; 12A-1, 12A-2, 12B....12C, etc.
- The final tabs will contain the Linking Sheet and Juris Grid.

~~HAND WRITTEN WORKING PAPERS~~ ~~0302.05~~

~~Although infrequent, hand written schedules prepared by the auditor will be written on paper furnished by the Board. Only one side of the paper will be used.~~

~~Schedules will be prepared using a black, medium hard grade pencil. The use of red pencil is permitted for special purposes such as cross and source referencing. The blue pencils are used only by district reviewers and the green pencils only by audit control staff.~~

~~COMPUTER GENERATED WORKING PAPERS~~ ~~0302.07~~

~~Computer generated schedules can be prepared by using 8" x 11, 8 1/2" x 14, 14" x 11" or 11" x 17" paper. If available, 11" x 17" paper may be used instead of using 8 1/2" x 14" paper which is inserted sideways in the audit. Only one side of the paper will be used. Schedules on 8 1/2" x 11" paper may be printed in "landscape" format.~~

~~Audit working papers that are prepared by computer must conform to the working paper standards set forth in this chapter. These schedules must include the same information, comments, and referencing required for audit working papers in general.~~

~~There are four main areas that should be included on all computer generated schedules and templates. They include:~~

- ~~1) Schedule number, page number, account number, auditor name and date in the upper right hand corner.~~
- ~~2) Column references: "A" thru "H" at the top of each regular template (if more space is needed may be less than "H"), "A" "P" for the exempt sales template, and "A" "S" for the paid bills template. Additional columns may be added as necessary.~~
- ~~3) Line numbers down the left hand side of the schedule body.~~
- ~~4) A general referencing line (above the column headings) and a general reference column (left hand column).~~

STANDARDIZED AUDIT SCHEDULES

03032.08

BOE Audit Program

The BOE Audit Program consists of a series of menus. Each menu covers a function of the audit program. The BOE Audit Program menus are located in the first tab of the Excel Ribbon which is called "BOE Auditing." The "BOE Auditing" tab includes the BOE Auditing Program Menus which contain several toolbars as follows:

- WKS TB Menu: The "Worksheet and Workbook Toolbar" Menu provides worksheet and workbook level functions.
- TEMP TB Menu: The Template Toolbar Menu contains Excel templates which are commonly used in audits.
- DATA TB Menu: The Database Toolbar Menu works with Excel Lists (databases).
- IRIS TB Menu: The IRIS Toolbar Menu includes tools that either retrieve data from or ultimately assist in sending data to IRIS.
- RW TB Menu: The Reviewers Toolbar Menu contains reviewers' templates.

The toolbars have several different worksheets available that can be inserted into an active workbook. The “Test of Exempt Sales” worksheet and the “Test of Paid Bills” worksheet have standard column headings that may be helpful in setting up these schedules. The BOE Auditing Program automates many of the routine tasks that need to be done in these worksheets. The automation programs are in a button group at the top of each of the two worksheets.

All of the predefined BOE templates come from the blank BOE template. Auditors should always use one of the predefined templates if it is applicable, rather than create their own worksheet. If one of the predefined templates does not address the audit task at hand, use the blank BOE Worksheet to create a custom audit worksheet.

If additional information is required, specific columns and appropriate headings can be added to the appropriate part of the schedule. Column headings are comments and a skillful use of words here is important in making the schedule understandable.

Include the following four main areas on all schedules and templates:

- 1) Schedule number, permit number, auditor name and date in the upper right hand corner.
- 2) Column references: “A” through “H” at the top of each regular template (if more space in each column is needed, then may be less than “H”), “A” through “S” for the exempt sales template and the paid bills template. Additional columns may be added as necessary.
- 3) Line numbers down the left-hand side of the schedule body.
- 4) A general referencing line (above the column headings) and a general reference column (left hand column).

Use tThe following standards ~~should be followed~~ when preparing audit schedules: ~~are prepared; either in Excel or Access and should be followed, where appropriate, when audit schedules are hand written.~~

- 1) **Font.** ~~The font used will be~~Use either **Arial, Times New Roman, or Courier New.** The entire audit should be prepared using the same font. Minimum font size is 10.
- 2) **Sealing.** ~~Print scaling can be done for subsidiary and lead schedules. **Print Sealing will not be less than 70% (68% for Exempt Sales Test)** of the original size of the document.~~
- 2) **Schedule Orientation.** Prepare lLead schedules ~~should be printed~~ in portrait form orientation whenever possible. Prepare Ssubsidiary schedules ~~can be prepared~~ in either portrait or landscape form orientation. ~~When subsidiary schedules are prepared in landscape form, the schedule heading will be oriented to the right in the audit report. The schedule (on legal size paper) will be hole punched in the lower left corner to ensure the proper orientation.~~
- 3) **Database Schedules.** When it is necessary to print dDatabase schedules (i.e. for example, schedules detailing tests of sales and purchases), they can be printed with grid lines. ~~Database schedules~~and must be printed with bottom borderlines.

4) **Line References.** All schedules must contain line numbers. Line numbers should not start with “1” on each successive page of the same schedule. In this manner, every line number will identify each scheduled item on which page it is located (e.g., page 1 numbered 1 thru 30, page 2 numbered 31 thru 60, page 3 numbered 61 thru 90, etc.).

~~5) **Paper Size.** Lead schedules will be prepared on Letter Size (8 ½” x 11”) or Tabloid Size paper (11” x 17”). Legal Size (8 ½” x 14”) paper is acceptable for lead schedules if they are computer generated schedules (since field printers use this size paper). Subsidiary schedules can be printed on the paper sizes mentioned in previous section (e.g., letter size, tabloid size, legal size, etc.)~~

5) **Schedule Titles.** All schedules should have titles that accurately describe the contents of the ~~audit working paper~~ AWP.

~~7) **Top Right Corner.** All schedules will have a schedule number, page number, account number, auditor name and date in the upper right hand corner. Hand written schedules using 15 column paper should have the same information mentioned above in the upper right hand corner of the left half of each sheet.~~

6) **Page Totals.** Page totals are ~~always~~ required for all schedules. Page totals will ~~either~~ appear at the bottom of each page or, ~~in the case of computer generated schedules,~~ may be placed on a separate page via a pivot table. (A pivot table is a special kind of table that summarizes information from particular fields of a list or database.) A grand total is ~~always~~ required for all schedules. Grand totals should match the summary by page total and the summary by quarter (or period) total.

9) **Schedule Footer.** Schedules generated via Excel should include a footer indicating and appearing as follows:

“Copy to Taxpayer”

“Date: _____”

~~Schedules will be prepared with the following information, when applicable. Pertinent information for “Test of Claimed Exempt Sales” and “Purchases Subject to Use Tax” is listed below and illustrated in Exhibits 2 and 5.~~

~~Column — Test of Claimed Exempt Sales~~

- ~~A — Invoice Date~~
- ~~B — Invoice Number (and/or Ref Number)~~
- ~~C — Customer Name~~
- ~~D — Street~~
- ~~E — City, State, Zip~~
- ~~F — Ship to~~
- ~~G — PO Number~~
- ~~H — PO Status~~
- ~~I — Item (& quantity)~~
- ~~J — Amount Questioned~~
- ~~K — Amount Taxable~~
- ~~L — District Measure~~
- ~~M — District Code~~
- ~~N — Comments (e.g., Resale Card on File)~~
- ~~O — XYZ Sent~~
- ~~P — 1164 Sent~~

~~Column — Purchases Subject to Use Tax~~

- ~~A — Invoice Date~~
- ~~B — Invoice Number (Ref Number)~~
- ~~C — Vendor~~
- ~~D — Street~~
- ~~E — City, State, Zip~~
- ~~F — Ship from point (Statedesignator)~~
- ~~G — Ship to~~
- ~~H — PO Number~~
- ~~I — PO Status~~
- ~~J — Resale Cert. Issued (Y/N)~~
- ~~K — Item (quantity)~~
- ~~L — Amount Questioned~~
- ~~M — Amount Taxable~~
- ~~N — District Measure~~
- ~~O — District Code~~
- ~~P — Comments — Account posted to (include~~

~~chart of accounts if
only account
number is used)~~

~~Q ABC Sent
R 1032 Sent
S 1164 Sent~~

~~If additional information is required, specific columns and appropriate headings can be added to the appropriate part of the schedule. This may cause the schedule to exceed the allowable print space available on legal size paper and would therefore necessitate that these schedules be printed on tabloid size paper (11 inches by 17 inches). Also note that additional linking fields can be added to the database, however, they do not need to be printed, unless the information is pertinent to the audit.~~

7) **Hyperlinking.** Hyperlinking binds together all documents that make up the audit and is *mandatory* for all references from one schedule to another. Any references to supporting documentation must be hyperlinked to the appropriate file located in the *Supporting Audit Documents* folder. In order to hyperlink an item or line in the audit working papers to a scanned document, the scanned document must be saved in the "*Supporting Audit Documents*" folder.

All links in superseded schedules should be disabled before they are saved in the *Superseded Schedules* folder (saving the schedule as a PDF file will disable the hyperlinks). All hyperlinks should be tested prior to submitting the audit for review. The "*Check for Broken*" button in the Hyperlink tool bar may be used for this purpose.

When hyperlinking to scanned documents, you cannot link to a specific page within a PDF file. Therefore it may be more efficient to scan sets of documents into multiple PDFs for ease of referencing and hyperlinking.

8) **Scanning Procedures.** A PDF file should be no more than 5 Megabytes (MB).

- **NOTE:** Different scanners produce different file sizes for the same number of pages.

Documents should always be scanned using the grayscale setting. Do not use the *best* or *highest quality* setting when scanning. This dramatically increases the file size without any noticeable increase in quality. The *best* or *highest quality* setting should only be used in instances where the document is not legible when the average quality setting is used. In such cases, the number of documents in that PDF should be kept to a minimum.

Files that are printed directly to the "CutePDF Writer" from Windows applications such as Word or Excel are not as large as scanned PDF files. For example, an entire audit working paper workbook in Excel may only be 100KB. "Print to PDF" files can contain many more pages than "Scan to PDF" files.

Scanning Tip: If you have an electronic file (for example, an Excel file or Word document) you can save the document as a pdf by selecting file, print, and select "CutePDF Writer" as the printer option.

SCHEDULE FOR EACH SUBJECT

03032.10

Every subdivision of the audit working papers is assigned an index number, which is used in arranging the schedules when the audit is completed. Prepare each schedule supporting a different category of sales or deductions, or self-consumed merchandise, on a separate worksheet. ~~Unrelated data should not be put together on one schedule.~~ This is true even though only a few lines may be required to record the desired information. The cost of preparing separate schedules is insignificant when compared with time wasted in looking for data buried in a schedule relating to some other subject. ~~The only exception of combining data is when Form BOE-414-C, Report of Examination of Records, is used as a working paper schedule for two or more items verified as having been correctly reported although a deficiency or credit is recommended as to other items covered by an audit. Use of 8 1/2" x 11" computer paper or seven-column paper for verification comments in lieu of a BOE-414-C is permissible only in those instances where there is insufficient space on the form.~~

DATA FURNISHED BY TAXPAYER

03020303.15

Taxpayers should be encouraged to furnish data, which may be on their own paper or on disk. The taxpayer-provided schedule should be identified as "prepared by taxpayer." Such data should have proper headings inserted, be indexed, cross-referenced, and filed with the regular working papers. Unless unusual circumstances warrant, taxpayer-furnished material should not be manually copied but should be scanned and ~~either be~~ incorporated directly into the audit working papers ~~or photocopied.~~

~~If paper on which such data is placed is larger than our 17" x 11" worksheets, it will be folded. If considerably smaller, it will be affixed on an 8 1/2" x 11" worksheet.~~

CREDIT ITEMS

03020303.20

Credit items, or items which are opposite in sign to other entries on a schedule, will be written with a minus (—) sign in front of the number. ~~For hand-written schedules, a minus sign (—) in black pencil in front of the number will be used. The common method of writing such items in red must not be used because red figures cannot be distinguished from black when photocopies are made.~~ Decreases in taxable measure should be preceded by a minus sign (—) on all summary schedules.

SCHEDULE HEADINGS

03020303.25

The name of the taxpayer should not appear on either subsidiary or summary schedules unless necessary for the identification of a ~~non-permitized~~ retailer that does not have a seller's permit. ~~Insert the title of the schedule will be inserted on the second line of in a text box in the left hand corner of~~ each schedule describing the type and source of information contained therein, such as Total Sales per General Ledger, Test of Sales for Resales, etc.

If the schedule refers to some definite period such as month, quarter, or year, this period will appear under the title of the schedule (~~third line~~) as shown in the following example:

Test of Sales for Resale per Invoices
July, ~~19XX~~20XX

All schedules will have a schedule number, ~~page number~~, account number, auditor name, and date in the upper right hand corner.

COLUMN HEADINGS

03020303.30

~~Space provided for column headings is small so headings must~~ should be short but descriptive. ~~If it is not possible to write a sufficient description in the column space provided, an asterisk or other mark should be placed at the end of the description. A referring asterisk mark should be at the bottom of the schedule with a complete description given. Unless handwriting is small and legible, column headings will be printed.~~ The reference line should indicate the source of data in that column, using <angle brackets> for data from other schedules e.g., <12A-1> and (parentheses) for arithmetic computations e.g., (A + B - C).

TOTALS

03020303.35

Where a schedule lists two or more columns or classifications, vertical footings and cross-footings (horizontal) will-should be made and the grand totals balanced with each, but only if they are clearly of value in the audit. An example of footings and cross footings is as illustrated in the following example:

Analysis of Sales

~~Footings and cross footings should not be made unless they are clearly of value in the audit.~~

Analysis of Sales

REF	< Per Sales Journal >				(A+B+C)
	Period	Taxable	Resale	Freight	Total
1	January, 19xx 20xx	\$ 500	\$ 400	\$ 100	\$ 1,000
2	February, 19xx 20xx	600	500	200	1,300
3	March, 19xx 20xx	700	500	300	1,500
4	1Q- 9x xx Total	<u>\$ 1,800</u>	<u>\$ 1,400</u>	<u>\$ 600</u>	<u>\$ 3,800</u>

< 414-A-1 >

The total may be shown either on the right or left side, depending upon use to be made of the data and convenience in compiling. ~~Hand written schedules using a single space form (every line filled) will skip a line before inserting the total. Hand written schedules using double spacing (every other line filled) will not skip a line before inserting a total. All schedules (hand written and computer generated) will~~ Underline the last line of data with a single black line, and the total will be underlined with a double black line. Grand totals are required if there are two or more pages in the schedule. ~~When a schedule is hand written and composed of two or more sheets which requires a grand total, a page total will be placed at the bottom of each sheet. A summary of page totals, computing the grand total, will be prepared in one of the following ways:~~

- ~~a. If the hand written schedule consists of a few pages and sufficient space is available on the last sheet, page totals for the preceding pages may be entered under the page total for the last sheet, and a grand total computed.~~
- ~~b. If the hand written schedule consists of a large number of pages, a separate sheet showing the summary of page totals should be prepared. This summary sheet should then appear as the first page of the schedule, followed by the pages containing supporting details.~~
- ~~c. Computer generated~~ Sschedules with multiple pages may place page totals on a separate page via a pivot table.

To maintain the integrity of the database, the data will be scheduled without skipping a line.

SUBTOTALS **0302.40**

~~Hand-written subsidiary schedules often are set up by months with subtotals every three months showing quarterly totals. To improve the appearance and legibility of subsidiary schedules, the first month of the first quarter should be entered on the second line below the space for column headings with quarterly totals shown on the first heavy line; the first month of the second quarter should be shown on the second line after the first heavy line, and so on. In this manner, quarterly totals will always be shown on the heavy lines.~~

~~Subtotals for other types of data should be set off by single lines whenever possible.~~

LAYOUT **03020303.40**

The auditor should set up the most efficient mechanical arrangement possible before the compilation of data is started. This avoids transcribing figures from taxpayer books before the correct arrangement of a schedule has been decided upon, with the result that the worksheet must be adjusted or discarded when its defects have been disclosed. Time may be saved by setting up several proposed layouts with column headings, ~~columns being numbered from 1 to 7, or from 1 to 15,~~ and inserting some sample entries before deciding on a final layout.

~~If dates, or months and quarters, are to be shown in a left-hand column, sufficient columns should be provided for horizontal expansion; that is, there should be a column for each type of classification with blank columns for possible additional classifications not yet disclosed.~~

When there are insufficient columns for the proper horizontal spread, the months should be placed across the top and the classifications shown on lines, with blank lines left in the proper places for vertical expansion. In many cases when the columns on one sheet are not sufficient, the schedule must be broken into two sheets. If there is sufficient space on a schedule, lines should be skipped between subsections and totals. This sets the information out and makes it easier to read. ~~Where there are only a few entries on the sheet, every other line should be used for recording data.~~ Again, to maintain the integrity of the database and to facilitate the use of a pivot table, no lines should be skipped ~~when using a computer generated schedule.~~ The spreadsheet can always be expanded to include additional columns and/or rows.

INDEXING — GENERAL **03020303.45**

A standard system of indexing working papers is desirable. Although there are many indexing plans, a system based on line numbers shown on Form BOE-401-A2, State, Local and District Sales and Use Tax Returns (return) has been adopted for indexing schedules of business tax audits.

Note: The majority of tax and fee payers file their returns electronically.

INDEXING SUMMARY SCHEDULES **03020303.50**

Summary schedules ~~will~~ bear the line numbers appearing opposite the corresponding items on ~~tax-the~~ returns. The following summary schedule indexing systems will be used for sales and use tax audits.

~~Total Sales Basis Only (Exhibits 7 to 36):~~

~~Schedule 1. ——— Total Sales~~

~~Schedule 4. ——— Sales for resale~~

~~Schedule 5. ——— Food Products~~

~~Schedule 6. Nontaxable Labor~~
~~Schedule 7. Sales to U.S. Government~~
~~Schedule 8. Interstate Sales, Etc.~~
~~Schedule 9. Sales Tax Included~~
~~Schedule 10. Other Exempt Transactions~~
~~Taxable Measure Basis Only (Exhibits 37 to 65):~~

~~Schedule 12 Taxable Measure~~
~~Either Total Sales or Taxable Measure Basis:~~
Schedule 2 Purchases Subject to Use — Tax
Schedule 15 Purchases Subject to Local Tax
Schedule 16 Taxable Measure – Local Tax
Schedule 20 [RTC](#) Section 6406 Credits
Schedule A8 Taxable Measure – District Tax — (Name of District)
Schedule A8.1 to A8.x To be used when adjustments are made to more than one district tax)
Schedule G2 Sales Tax Paid to Distributors and Brokers (Gasoline Sellers)

[Audit s](#) Schedules ~~for audits made on a taxable measure basis will be~~ [are](#) numbered as Schedule 12, which corresponds ~~with the line number to the reported~~ [ing the](#) measure of tax on a return. However, self-consumed items and purchases subject to use tax should be identified separately in the analysis of differences on audit schedules and audit reports. This provides a clearer analysis of the proposed measure of tax on Form BOE-414-A. As an alternative, self-consumed items and purchases subject to use tax may be included on Schedule 2, and taxable sales differences on Schedule 12. Schedules in interdistrict cooperative audits will precede the schedule number with the identifying letters (e.g. AB, CH, FH) of the district preparing the schedule.

Schedule 16 will be prepared only when the state and local tax adjustments to reported amounts are different. Since such differences ~~will~~ occur infrequently, it is anticipated that most audits will not require a Schedule 16.

Schedule A8 will be prepared only when the state and district tax adjustments to reported amounts are different. When adjustments to reported amounts are different for state and district taxes, a separate district tax summary schedule must be prepared for each district where audited differences are noted.

If only one district tax summary schedule is required, the schedule should be indexed as A8. If more than one district tax summary schedule is required, the schedules will be indexed as A8.1, A8.2, A8.3, etc., to include all district taxes for which summary schedules are required. The indexing system does not identify a particular A8 summary schedule to a district; therefore, the name of the district should be identified in the schedule heading.

~~All district tax summary schedules will be prepared on a taxable measure basis irrespective of whether the remainder of the audit was conducted on a total sales basis.~~

Both Schedule 16 and Schedule A8 summarize all of the differences to the measure of tax and are the sources for the measure of tax on ~~Form BT-414-A~~ [the system generated “Sales Tax Calculation Summary” in the electronic Report of Field Audit \(414-E\).](#)

There shall be no deviation from this system of indexing.

INDEXING SUBSIDIARY SCHEDULES

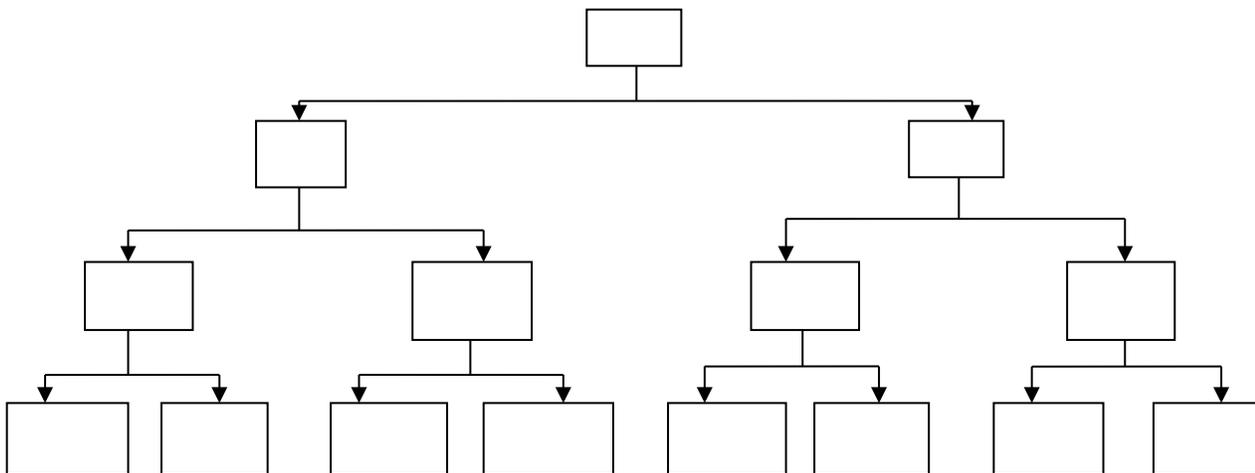
03020303.55

Subsidiary schedules which directly support summary schedules will bear the same capital letter followed by a dash and numeral, i.e. 12A-1, 12A-2, 12B-1, 12C-1, 12D-1, etc. Subsidiary schedules supporting other subsidiary schedules will bear the same capital letters followed by a dash and the same numerals followed by adding small letters, i.e., 12A-1a, 12A-1b, 12A-2a, 12B-1a. An example of the complete indexing system is as follows:

Schedule 12	(Lead Schedule, Taxable Measure Understated/Overstated)
Schedule 12A	(Summary Schedule of First Tax Difference)
Schedule 12A-1	(Subsidiary Schedule for First Tax Difference)
Schedule 12A-1a	(Subsidiary for Subsidiary Schedule for First Tax Difference)
Schedule 12B	(Summary Schedule of Second Tax Difference)

Thus, the schedules should be laid out as indicated by the following chart:

Layout and Assembly of Schedules



It is not good practice to subdivide subsidiary schedules too finely. Often page numbers may be used to designate subdivisions; for example, if a number of pages are used to accumulate data which are summarized on the first sheet, the whole series should be assigned the same index number with pages numbered from 1 up, as follows:

Schedule 12A Page 1 of 3 June 19X1	(Questioned Sales for Resale)
Schedule 12A Page 2 of 3 Oct. 19X2	(Questioned Sales for Resale)
Schedule 12A Page 3 of 3 Page Total Summary	(Questioned Sales for Resale)

When indexed in this manner, the schedule should be cross-referenced as 12A-pg. 1, not 12A-1, which refers to a subsidiary schedule supporting Schedule 12A.

If there is only one page to a subsidiary schedule, the "Page" does not require numbering, but if more than one exists, the pages should be numbered from 1 up, as follows: 1 of 6, 2 of 6, 3 of 6, etc.

~~Subsidiary schedules to audits made on the total sales basis will be indexed as follows:-~~

Schedule 1	(Summary or Total Sales)
Schedule 1A	(Subsidiary)
Schedule 1A-1	(Subsidiary)
Schedule 1A-1a	(Subsidiary)

INDEXING MEMO AND SUPERSEDED SCHEDULES

03020303.60

Memo schedules will be marked “Memo” ~~above opposite~~ the caption “Schedule,” “Page,” and should be numbered ~~from beginning with 1, up, in the space opposite the caption “Schedule.”~~ Superseded schedules will be placed in the *Superseded Schedules* folder (see AM section 0302.45 for procedures). ~~marked “Superseded” diagonally across the body of the sheet. (Section 0302.80)~~

CROSS-REFERENCING

03020303.65

Cross-referencing is necessary to facilitate tracing figures back to the underlying schedules and to aid in tracing subsidiary schedules forward to the summaries. It greatly assists the reviewing auditors and hearing officers and should be used in small audits as well.

Examples of the method by which cross and source references are to be made are shown on the schedules in the various exhibits.

INDEX TO WORKING PAPERS

03020303.70

An audit report ~~will~~ contains an index that is prepared on Form BOE-495, *Index to Audit Working Papers*, whenever five or more lead and subsidiary schedules are prepared for an audit. The BOE Auditing Tab, TEMP TB Menu has an Audit Index template that inserts a hyperlinked index into your BOE audit workbook. The index is used to list and navigate to all the worksheets contained in the active BOE audit workbook and includes all items (tabs) in the workbook. The index does not need to have the number of pages per schedule, however, mark an “X” on the schedules provided to the taxpayer. See Exhibits 1.8 and 37.

~~A very large set of audit working papers is sometimes bound together in sections with an index of schedules prepared for each section, and is often marked with tabs for each main section.~~

~~**Note:** In the *Index to Working Papers*, dashes rather than page numbers are shown in the Page Number column for schedules that contain only one page. For schedules consisting of more than one page, the number of pages are shown in the Page Number columns as 1-2, 1-4, 1-10, etc.~~

ARRANGEMENT

03020303.75

All subsidiary schedules ~~and exhibits will~~ follow the pertinent schedules to which they relate. Include other ~~papers documents~~, such as letters, superseded schedules and exhibits of general nature, included in the proper audit sub-folder (see AM sSection 0302.00). ~~will be identified as memo schedules, and placed at the back of the audit.~~ Audit working papers should not reference memo schedules. A schedule or exhibit important enough to be referred to in the audit working papers should be included in the *Supporting Audit Documents* folder, as a regular schedule directly behind the schedule to which it relates (e.g., XYZ letters, resale certificates, ~~etc.~~).

~~The entire file will be carefully lined up on the top and left edges. These sheets should be bound together. A hole to receive the paper fastener, approximately 3/16” in diameter, will be punched in the upper left hand corner of all papers in such a position that all writing will remain clearly visible.~~

CONTENT OF WORKING PAPERS

03043.00

BASIC DATA

03043.05

The basic data to be shown on subsidiary schedules should be carefully considered. Figures and other data should not be copied from ~~the a~~ taxpayer's records without thought given to their significance or ultimate use. On the other hand, all data which could be used in the section under consideration, as well as in other sections of the audit, should be recorded while the documents are being examined so that there will be no ~~necessity~~ need for pulling them again; ~~i.e.,~~ Thus, names, dates, invoice numbers, descriptions of items, points of origin, shipping data, district, and accounts charged should be recorded if any possible use is foreseen. In many cases, certain reference data ~~are is~~ required by the taxpayer in examining the schedules for correctness, ~~and if~~ such information is not on the schedule, much time is lost while the taxpayer secures the desired documents and makes the examination.

SUMMARY OR LEAD SCHEDULES

03030304.10

Summary (~~also called L~~lead) schedules represent the final ~~recapitulation of~~ audited and reported figures, differences and analysis of differences, ~~and They~~ are prepared for each main section of the audit where there is a difference between the audited and reported ~~figures~~ amounts. ~~They are the basis for transcribing net differences per audit to "Summary of Differences" on Schedule 414 A2 or Schedule 12.~~

SUBSIDIARY SCHEDULES

03043.15

Subsidiary schedules support summary or other subsidiary schedules. The information shown on this schedule is an analysis of the data shown in total, or by quarters, on the summaries. ~~and It~~ usually consists of compilations by months to compute quarterly totals, compilations by days, items, or other classifications to determine monthly totals, or data to support calculations of percentages. ~~Adding machine tapes may be included in audit work papers in lieu of listing the figures on a schedule as long as the auditor provides an audit trail to the taxpayer's documents. Tapes should be attached to a seven column work paper and be displayed so totals are visible.~~ The basis for computing audited figures are recorded on these schedules, e.g., monthly totals from the sales account, individual sales from the cash receipts book, list of individual sales from sales invoices used for test checks, lists of individual purchases from purchase invoices used for computing use tax liability. In a sense, subsidiary schedules are the most important worksheets of the audit since all essential detailed information is compiled thereon. The data should be so complete that an auditor who did not assist in compiling it could, nevertheless, interpret the results, make the required calculations, or prepare summary schedules.

COMMENTS ON SUBSIDIARY SCHEDULES

0304.18

Subsidiary schedules should have brief comments noted in a text box, unless the information is self-evident from columnar headings or is covered in the comments columns or by other notations. Subsidiary schedule comments should not be the same as comments on the summary schedules. It is important for the auditor to remember that overall verification comments are for the summary schedules and specific verification comments are for the subsidiary schedules. The information contained on these subsidiary schedules should show:

- Source of data and a brief description of its nature.

- Extent of verification – specific verification procedures performed.
- Basis of estimating where estimates are used.
- Method of calculating percentages.
- Explanation of differences between reported and audited figures if not shown on comments column.
- Any other comments pertinent to the method of reasoning used to determine the facts and figures shown on the schedule.

MEMO SCHEDULES

0303.20

~~Some examples of memo schedules are as follows:~~

- ~~1. Audit program.~~
- ~~2. Miscellaneous data including:

 - ~~(a) Copy of BOE 1164's and BOE 1032's prepared (required)~~
 - ~~(b) Copy of letters to and from taxpayers.~~~~

~~In many cases, the information contained in these schedules has an important bearing on the audit, and they should be carefully preserved.~~

~~Memo schedules, however, do not include schedules or materials that have a direct bearing on other audit schedules or findings (i.e. XYZ letters, taxpayer prepared schedules, etc.). Such schedules should be included as part of the audit working papers and indexed as schedules accordingly (e.g., 12A-1, 12B-1a, etc.).~~

MEMO OF TIME OF AUDITORS

03043.25

When more than one auditor is engaged on an audit, which requires considerable time to complete, the lead auditor ~~in charge~~ may prepare a memo schedule to which they should post daily time. The names of the auditors should be shown in the column headings, and dates in the extreme left-hand column. This record would be maintained in the Memos & Misc. Documents sub-folder and This record must agree with the time reported on Form BOE-609-A, Auditors Time Report, Form BOE-610, Auditors Monthly Report, Form BOE-666, Employees Summary Time Report, and on the reverse side of Form BOE-414-A, Report of Field Audit. In lieu of preparing the memo schedule, the lead auditor can have the team members use the BOE 414-Z program to record their daily hours.

MEMO OF WORK TO BE DONE WHEN THE AUDIT IS DEFERRED

03043.30

It is sometimes necessary to defer a partially completed audit to allow the taxpayer time to secure additional information. In such cases, a memo or email should be prepared outlining the work to be done by the taxpayer, and the approximate date of the auditor's return to the job. The taxpayer should be given ~~the original~~ a copy of ~~this~~ the memo or sent the email. Notes regarding the work completed and the work remaining to be done should be maintained on the ~~can be placed on the duplicate auditor's~~ copy of the memo which will be placed in the Memos & Misc Documents subfolder ~~on the top of the file of working papers~~ for future reference when the auditor returns to the job. Whenever completion of an audit is deferred to accommodate a taxpayer, the auditor may need to secure a Form BOE-122, Waiver of Limitation, unless it is certain that failure to do so will not in any way jeopardize the interests of the State. (See AM Section-section 0215.15 for guidance on when to request a waiver.)

SAMPLE WORKING PAPERS

03045.35

~~Computer generated working papers~~ An example of audit working papers ~~are~~ is a part of this chapter. Features, which should be noted, are indexing and cross-referencing, cross-footings, format, and comments on the schedules. They should be carefully studied as an illustration of the type of working papers desired to support tax audits.

It is impractical to illustrate all of the numerous variations of working papers that may be used to record and summarize data secured during the course of an audit. The illustrations in this chapter are samples only. ~~The schedules illustrating total sales and sales for resale may be used for any deduction where the arrangement fits in with the audit program.~~ There are two general types of working papers illustrated, summary schedules and subsidiary schedules. Summary schedules (AM section 03043.10) always present certain basic information, usually by quarters; i.e., period, amount per audit, amount reported, difference, and analysis of difference. Subsidiary schedules (AM section 03043.15) are arranged to present the desired information in a form to fit into the summary schedule which they support.

~~ELECTRONIC AUDIT WORKING PAPERS~~ ~~0306.00~~

~~GENERAL~~ ~~0306.05~~

~~All audits in process will be backed up to a designated location on the Local Area Network (LAN). Each auditor is responsible for backing up AWP's to the LAN on a weekly basis. The network's "J:\\" drive has been identified for this purpose. This procedure ensures the data can be restored in case of equipment failure. In addition, it provides supervisors the ability to review work in response to taxpayer contact, audit issues, and auditor performance issues. If a weekly backup is not practical, auditors should make alternative arrangements with their supervisors.~~

~~NAMING CONVENTION~~ ~~0306.10~~

~~As a general rule, audits should be saved using the format "case ID_Taxpayer_Name" as the file name (e.g. 654321_Jane_Doe). The addition of letter designators for multiple workbooks, account names or numbers, etc. are acceptable for clarification or identification as long as the case ID_Taxpayer_Name is maintained as part of the filename. In those instances where a case ID does not exist, the seller's permit number should be used as the primary form of file identification followed by the taxpayer's name. To maintain organization in the designated "Audits" portion of the SUTD LAN, the auditor should create a folder for each audit using the case ID naming convention and save all related electronic AWP's in the appropriate folder.~~

~~AUDITOR RESPONSIBILITIES~~ ~~0306.20~~

~~When the audit is complete and ready for upload to IRIS, the auditor will move (not copy) the audit folder and its contents to the "Audit_Control_Inbox" ("Inbox") on the LAN.~~

~~AUDIT CONTROL RESPONSIBILITIES~~ ~~0306.20~~

~~Audit control staff will move the audit upload file from the "Inbox" folder to an "Upload" location on the LAN and move (not copy) the audit folder from the "Inbox" folder to the "Audits_Transmitted" folder. For those occasions where an audit is not immediately ready to be moved from the "Inbox" to the "Audits_Transmitted" folder for archiving, there is an "Audits_Pending" folder. The audit control staff should remove audit folders from the "Inbox" and place them in the "Audits Pending" folder when it is determined the audit needs to be held and not transmitted for some time.~~

~~LAN COORDINATOR RESPONSIBILITIES~~ ~~0306.25~~

~~The District LAN Coordinator (or a designee) will burn the contents of the "Audits Transmitted" folder to a CD at least once a quarter, no earlier than the seventh calendar day of the month. A backup of that CD will be created during each backup session to ensure proper preservation of the data. The data on the archived CDs must be compared with the data in the "Audits Transmitted" folder to verify that all data was burned onto the CD. Once the data transfer is verified, the information in the "Audits Transmitted" folder will be deleted to preserve LAN space. Files may be archived more frequently than once a quarter but the data from the "Audits Transmitted" folder should not be purged earlier than the seventh calendar day of each month to ensure proper data backup.~~

~~The Technology Services Division (TSD) runs a monthly backup of the LAN data on the last Friday of every month when the last day of the month falls on a Friday, Saturday, Sunday, or Monday (when Monday is a state holiday). When the last day of the month falls on any other~~

~~day, TSD will run the monthly backup on the first Friday of the following month. Backup tapes are maintained by TSD for two years and provide district offices an additional source of data recovery should both the primary and backup archive disks become corrupted or damaged. If LAN Coordinators encounter a lack of adequate space on the LAN, they should immediately contact a Systems Coordinator or the Supervisor, Compliance and Technology Section.~~

~~STORAGE OF CD~~ ~~0306.30~~

~~District Administrators should set the policy for their offices governing the storage of the CD Media. The following guidelines are provided to aid each office in creating a storage policy and are not meant to be all inclusive.~~

- ~~• A priority should be given to information security. The same precautions given to secure hard copies of confidential taxpayer data (e.g. tax returns and applications for seller's permits) should be applied to the archive CDs. Districts may consider securing the CDs with other software disks required to be controlled within each office.~~
- ~~• The archive CD and its backup should be stored in separate locations. This should minimize external factors affecting the CDs (e.g. heat, moisture, etc.).~~

~~The length of retention for archived Electronic AWP's should follow existing policies for retention of the hard copies of the AWP's (see AM section 0117.02).~~

INDEX TO AUDIT WORKING PAPERS

EXHIBIT 1

INDEX TO AUDIT WORKING PAPERS

State of California
Board of Equalization

Auditor C Williams Date 3/6/2014
 Permittee NS Technology Account Number: SY EA 108-123456

SCHEDULE NUMBER	WORKSHEET NAME	TITLE OF SCHEDULE	PAGES		(X) If Copy To T.P.
			FROM	TO	
SCHEDULE 12	Verification	Taxable Measure Understated			X
414M	414M	BOE-414-M Sales and Use Tax			X
414M - 1	414M-1	BOE-414-M Schedule of Deductions			X
414M - 2	414M-2	BOE-414-M STJ Schedules			X
SCHEDULE 12A	12A	DISALLOWED CLAIMED RESALES BASED ON STATISTICAL SAMPLING			X
SCHEDULE 12A-1	12A-1	PERCENTAGE OF ERROR - CLAIMED RESALES			X
SCHEDULE 12A-2	12A-2	TEST OF CLAIMED SALES FOR RESALE			X
		Statistical Sample			
		ES			
		Stratum and Sample Information worksheet			
SCHEDULE 12A-3 Page 1	12A-3 PG 1	Sales for Resale			X
		Evaluation of Sample Results			
		Sample ES			
		Stratum 1			
SCHEDULE 12A-3 Page 2	12A-3 PG 2	Sales for Resale			X
		Evaluation Of Stratified Random Sample			
SCHEDULE 12A-3 Page 3	12A-3 PG 3	Sales for Resale			X
		DISALLOWED LABOR EXEMPTION CLAIMED BASED ON ACTUAL EXAMINATION			X
SCHEDULE 12B	12B	DISALLOWED LABOR EXEMPTION Claimed			X
SCHEDULE 12B-1	12B-1	- DISTRICT MEASURE			X
SCHEDULE 12B-2	12B-2	TEST OF CLAIMED LABOR EXEMPTION			X
		OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS			X
SCHEDULE 12C	12C	OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS (DISTRICT MEASURE)			X
SCHEDULE 12C-1	12C-1	OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS			X
SCHEDULE 12C-2	12C-2	TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION			X
SCHEDULE 12D	12D	UNREPORTED SALES TO EMPLOYEES			X
SCHEDULE 12E	12E	BASED ON ACTUAL EXAMINATION			X
		UNREPORTED SALE OF CAPITAL ASSET			X
SCHEDULE 12F	12F	BASED ON ACTUAL EXAMINATION			X
SCHEDULE 12G	12G	TAX ACCRUAL RECONCILIATION			X
SCHEDULE 12H	12H	MARKUP CALCULATION			X
		FEDERAL INCOME TAX RETURNS			X
SCHEDULE 12I	12I	SOLE PROPRIETORSHIP			X
SCHEDULE	Juris_Grid	IRIS LINKING WORKSHEET SETUP			
SCHEDULE	Link_sht	IRISTAXABLE MEASURE SETUP			

TAXABLE MEASURE ANALYSIS

TAXABLE MEASURE UNDERSTATED - SLCST		Case Id:	987654	12			Load STJ Errors			
		Account Number:	108123456	SY EA 108-123456			Create Export Workbook			
		Schedule Type:	S	C Williams						
		Juris Code:	SLCST	01/13/14						
R C	A	B	C	D	E	F	G	H	I	J
ITEM CODE	SLCST				1	2	3	4	5	6
NC CODE	0.0725				0403	0601	0201	0202	0104	1602
REF	< 414-M >	(B+D)	(E..J)		<12 A >	<12 B >	<12 C >	<12 D >	<12 E >	<12 F >
REF	Period	REPORTED TAXABLE MEASURE	AUDITED TAXABLE MEASURE	TOTAL TAXABLE DIFFERENCE	DISALLOWED CLAIMED RESALES BASED ON STATISTICAL SAMPLING	DISALLOWED CLAIMED LABOR EXEMPTION BASED ON ACTUAL EXAMINATION	UNREPORTED EX-TAX PURCHASES OF SUPPLIES BASED ON ACTUAL EXAMINATION	TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION	UNREPORTED SALES TO EMPLOYEES BASED ON ACTUAL EXAMINATION	UNREPORTED SALE OF CAPITAL ASSET BASED ON ACTUAL EXAMINATION
1	1Q-11	45,618	48,928	3,310	2,676	410		108	116	
2	2Q-11	87,104	91,482	4,378	3,824	74	290	92	98	
3	3Q-11	70,765	75,174	4,409	3,866	26	245	161	111	
4	4Q-11	89,261	94,962	5,701	5,472		150	54	25	
5	1Q-12	93,008	97,665	4,657	4,341		109	129	78	
6	2Q-12	98,970	104,100	5,130	4,842			168	120	
7	3Q-12	89,807	94,411	4,604	4,124		259	84	137	
8	4Q-12	83,790	89,036	5,246	4,610	478		43	115	
9	1Q-13	94,348	98,315	3,967	3,456		200	156	155	
10	2Q-13	86,414	91,171	4,757	4,380		249	98	30	
11	3Q-13	80,261	85,931	5,670	5,094	254	22	229	71	
12	4Q-13	90,447	96,641	6,194	4,419	18	18	95	44	1,600
	Total:	1,009,793	1,067,816	58,023	51,104	1,260	1,542	1,417	1,100	1,600

TAXABLE MEASURE ANALYSIS

TAXABLE MEASURE UNDERSTATED - SCHL		Case Id:	987654	12.1						
		Account Number:	108123456	SY EA 108-123456						
		Schedule Type:	S	C Williams						
		Juris Code:	SCHL	01/13/14						
R C	A	B	C	D	E	F	G	H	I	J
ITEM CODE	SCHL				1	2	3	4	5	6
NC CODE	0.0025				0403	0601	0201	0202	0104	1602
REF	< 414-M >	(B+D)	(E..J)		< 12 A >	< 12 B >	< 12 C >	< 12 D >	< 12 E >	< 12 A >
REF	Period	REPORTED TAXABLE MEASURE	AUDITED TAXABLE MEASURE	TOTAL TAXABLE DIFFERENCE	DISALLOWED CLAIMED RESALES BASED ON STATISTICAL SAMPLING	DISALLOWED CLAIMED LABOR EXEMPTION BASED ON ACTUAL EXAMINATION	UNREPORTED EX-TAX PURCHASES OF SUPPLIES BASED ON ACTUAL EXAMINATION	TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION	UNREPORTED SALES TO EMPLOYEES BASED ON ACTUAL EXAMINATION	UNREPORTED SALE OF CAPITAL ASSET BASED ON ACTUAL EXAMINATION
1	1Q-11		0	0						
2	2Q-11		0	0						
3	3Q-11		0	0						
4	4Q-11		0	0						
5	1Q-12		0	0						
6	2Q-12		0	0						
7	3Q-12		0	0						
8	4Q-12		0	0						
9	1Q-13	94,348	98,315	3,967	3,456	0	200	156	155	0
10	2Q-13	86,414	91,171	4,757	4,380	0	249	98	30	0
11	3Q-13	80,261	85,931	5,670	5,094	254	22	229	71	0
12	4Q-13	90,447	96,641	6,194	4,419	18	18	95	44	1,600
	Total:	351,470	372,058	20,588	17,349	272	489	578	300	1,600

TEST OF CLAIMED SALES FOR RESALE

EXHIBIT 5

TEST OF CLAIMED SALES FOR RESALE	EXPORT TO ACCESS	SCHEDULE 12A-2
	DETACH ACCESS SCHEDULE	SY EA 108-123456
	DECOMPOSE STJ TAXES	C Williams
	PAGE TOTAL SUMMARY	04/15/14
	QUARTER TOTAL SUMMARY	

RC	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
REF	DATE	SALES INVOICE NUMBER	CUSTOMER NAME	STREET	CITY, STATE, ZIP	SHIP TO	PO NUMBER	PO STATUS	ITEM	AMOUNT QUESTIONED	AMOUNT TAXABLE	DISTRICT MEASURE	DISTRICT CODE	COMMENT	XYZ SENT	1164 SENT
1	01/02/11	50195	TURNER'S TOOL CO.	3434 Arrow Highway	Santa Ana, CA 92708				Splice tool	82	0	0		Resale certificate on file		
2	01/03/11	50245	OVERLAKE PRESS INC.	3433 Rosewood Road	Fullerton, CA 92831		C0012345		Outlet	30	30	30	OCTA	XYZ states taxable	x	
3	01/04/11	50292	MESSENGER TOOLING, INC.	22323 Washington Blvd	Napa, CA 94558				Wire	60	60	60	NCFP	No response to XYZ	x	
4	01/06/11	50345	COLOR SERVICE INC.	3433 Hollywood Blvd	North Hollywood, CA 91606		CAL-130547		Bulb	3	3	3	OCTA	No response to XYZ	x	
5	01/06/11	50389	RALPH & COMPANY	3434 Long Arrow Highway	Anaheim, CA 90620				Outlet	37	37	37	NONE	XYZ states taxable	x	
6	01/09/11	50439	GREEN CORPORATION	2345 West Bridgeport Road	Los Angeles, CA 90026		ABC123014		Cable Box	46	0	0		XYZ states for resale	x	
7	01/10/11	50495	GREEN CORPORATION	2345 West Bridgeport Road	Los Angeles, CA 90026		ABC123014		Cable Box	28	0	0		XYZ states for resale	x	
8	01/10/11	50549	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4551002		Conduit	86	0	0		Resale certificate on file		
9	01/11/11	50602	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4551125		Fixtures	62	0	0		Resale certificate on file		
10	01/12/11	50660	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4551300		Fittings	20	0	0		Resale certificate on file		
11	01/12/11	50710	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4551456		Fittings	29	0	0		Resale certificate on file		
12	01/13/11	50761	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4562011		Lamps	84	0	0		Resale certificate on file		
13	01/16/11	50810	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4563007		Fittings	21	0	0		Resale certificate on file		
14	01/16/11	50860	LITTLE GUY INC.	5678 Fashion Center Blvd	New York, NY 67890				Meter	22	0	0		Supported by shipping documents		
15	01/17/11	50911	MAC'S HARDWARE	4544 42nd Lane	Santa Ana, CA 92708		Y97987		Fixtures	12	0	0		XYZ states for resale	x	
	↓		↓		↓		↓			↓				↓		
291	12/20/13	66030	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4563578			115	0	0		Resale certificate on file		
292	12/23/13	66074	BIG BUSINESS INC.	3250 South Point Blvd	Huntington Beach, CA 92605		123789456		Bulbs	44	44	44	OCTA	XYZ states taxable	x	
293	12/24/13	66127	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4547900		Fittings	64	0	0		XYZ states for resale	x	
294	12/26/13	66174	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4564000		Fuses	35	0	0		Resale certificate on file		
295	12/26/13	66224	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4577891		Conduit	100	0	0		Resale certificate on file		
296	12/27/13	66280	LITTLE GUY INC.	5678 Fashion Center Blvd	New York, NY 67890				Wire stripper	76	0	0		Supported by shipping documents		
297	12/27/13	66330	MAC'S HARDWARE	4544 42nd Lane	Santa Ana, CA 92708		Y97987		Cable	50	0	0		XYZ states for resale	x	
298	12/30/13	66374	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4578012		Fittings	40	0	0		Resale certificate on file		
299	12/30/13	66427	SOUTH STATE FIXTURES	4544 W. Industry Way	San Diego, CA 92101		REF4578124		Fixtures	38	0	0		Resale certificate on file		
300	12/31/13	66474	MAC'S HARDWARE	4544 42nd Lane	Santa Ana, CA 92708		Y98783		Conduit	165	0	0		XYZ states for resale	x	
NOTE: Not all transactions are scheduled and totals do not foot.										Total:	25,500	958	732			
											<12A-1>	<12A-1>	<12A-1>			

**STATISTICAL SAMPLE – SALES FOR RESALE
Stratum and Sample Information Worksheet**

Statistical Sample		SCHEDULE 12A-3 Page 1	
ES		SY EA 108-123456	
Stratum and Sample Information		C Williams	
worksheet		04/15/14	
Sales for Resale			
	A	B	C
REF	Sample Information <input type="button" value="+"/> <input style="border: 1px solid black;" type="button" value="?"/>		Sample ES Stratum 1 \$1 to \$10,000
1	Sample Units	n	300
2	Sample Dollars		25,500.00
3	Sample Mean	(L2/L1)	85.00
4	Sample Random Seed		12345
5	Stratum Population Information		
6	Stratum Population Units	N	16,279
7	Stratum Population Dollars		1,360,247.00
8	Stratum Population Mean	(L7/L6)	83.56
9	Stratum Population and Sample Comparisons		
10	% of Units Sampled	(L1/L6)	1.84%
11	% of Dollars Sampled	(L2/L7)	1.87%
12	Comparison of Sample Mean and Population Mean	(L3/L8)	101.73%
			< Stratum >

STATISTICAL SAMPLE – SALES FOR RESALE
Evaluation of Sample Results

Evaluation of Sample Results		SCHEDULE 12A-3 Page 2			
Sample ES		SY EA 108-123456			
Stratum 1		C Williams			
Sales for Resale		04/15/14			
	A	B	C	D	E
	(Stratum Info)				
	-- - + ++				
REF	Stratum Information	REF	Number		Errors Squared
	1 Population Units:	Stratum Info	16,279.00		30.00
	2 Population Dollars:		1,360,247.00		60.00
	3 Population Mean:		83.56		3.00
	4 Sample Units:		300.00		37.00
	5 Sample Dollars:		25,500.00		46.00
	6 Sample Mean:		85.00		28.00
	7 Stratum Calculations				86.00
	8 Finite Population Correction Factor Used:		No		62.00
	9 Sum of Errors Squared:		917,764		115.00
	10 Sum of Squared Errors:		63,756		44.00
	11 Mean Error:		3.19333333		64.00
	12 Percentage of Error:		3.76%	0.03756863	35.00
	13 Standard Deviation:		14.24778181		100.00
	14 Standard Error:		0.82259607		76.00
	15 Number Of Errors In Stratum		18		50.00
	16			40.00	
	17			38.00	
	18			44.00	
	19				
	20		Total:	958.00	63,756.00

STATISTICAL SAMPLE – SALES FOR RESALE
Evaluation of Stratified Random Sample

Evaluation Of Stratified Random Sample		Sales for Resale		SCHEDULE 12A-3 Page 3		
				SY EA 108-123456		
				C Williams		
				04/15/14		
	A	B	C	D	E	
	(N)	(Stratum N Wks)	(Stratum N Wks)	(B * C)	(D * D)	
REF	Stratum	Standard Error Per Transaction	Stratum Population Count = N	Standard Stratum Error	Standard Stratum Error Squared	
1	Sample ES: Stratum 1	0.8226	16,279	13,391.04	179,319,990	
2						
3	SUM			(SUM L11..L2)	179,319,990.42	
4	SQRT			(SQRT (L13))	13,391.04	
5	CPI Computed Precision Interval of Population			(L14 * 1.28)	17,140.53	80%
6				(L15 * 1.64)	21,961.31	90%
7						
	Stratum	Mean Error	Stratum Population Count = N	Total Error		
8	Sample ES: Stratum 1	3.19	16,279	51,984		
9						
10	SUM		(Sum 9..10)	51,984.27		
11						
12		(e10/d21)	(e11/d21)			
13						
	Combined Results	Confidence Interval @ 80% Confidence Level For Combined Evaluation	Confidence Interval @ 90% Confidence Level For Combined Evaluation			
14						
15		32.9725%	42.2461%			

**DISALLOWED LABOR EXEMPTION
Actual Examination**

EXHIBIT 7

DISALLOWED LABOR EXEMPTION CLAIMED BASED ON ACTUAL EXAMINATION		SCHEDULE 12B SY EA 108-123456 C Williams 04/15/14				
R	C	A	B	C	D	E
				<12B-2>	<12B-2>	<12B-2>
REF				Questioned Labor Exemption Claimed	Disallowed Claimed Labor Exemption - Actual Basis	Disallowed Claimed Labor Exemption - Actual Basis
1				Data		
2		Years	DATE	Sum of AMOUNT QUESTIONED	Sum of AMOUNT TAXABLE	Sum of DISTRICT MEASURE
3		<2/28/2011	<2/28/2011			
4		2011	Qtr1	410	410	410
5			Qtr2	74	74	74
6			Qtr3	26	26	26
7			Qtr4			
8		2012	Qtr1			
9			Qtr2			
10			Qtr3			
11			Qtr4	478	478	400
12		2013	Qtr1			
13			Qtr2			
14			Qtr3	254	254	0
15			Qtr4	18	18	18
16		>10/16/2013	>10/16/2013			
17		Grand Total		1,260	1,260	928
18					<LnkSht>	

DISALLOWED LABOR EXEMPTION
District Measure

EXHIBIT 8

		DISALLOWED LABOR EXEMPTION		SCHEDULE 12B-1		
		Claimed - DISTRICT MEASURE		SY EA 108-123456		
				C Williams		
				04/15/14		
R	C	A	B	C	D	E
				<12B-2>	<12B-2>	
REF				Disallowed Claimed Labor Exemption - Actual Basis	Disallowed Claimed Labor Exemption - Actual Basis	Disallowed Claimed Labor Exemption - Actual Basis
1				Data		
2		Years	DATE	Sum of OCTA	Sum of NCFP	Sum of NONE
3		<input type="checkbox"/> <2/28/2011	<2/28/2011			
4		<input type="checkbox"/> 2011	Qtr1	410		
5			Qtr2	74		
6			Qtr3		26	
7			Qtr4			
8		<input type="checkbox"/> 2012	Qtr1			
9			Qtr2			
10			Qtr3			
11			Qtr4	395	5	0
12		<input type="checkbox"/> 2013	Qtr1			
13			Qtr2			
14			Qtr3			0
15			Qtr4	18		
16		<input type="checkbox"/> >10/16/2013	>10/16/2013			
17		Grand Total		897	31	0
18				<LnkSht>	<LnkSht>	
19				<414L Page3>	<414L Page3>	
20						

TEST OF CLAIMED LABOR EXEMPTION

TEST OF CLAIMED LABOR EXEMPTION	EXPORT TO ACCESS		SCHEDULE 12B-2
	DETACH ACCESS	?	SY EA 108-123456
	DECOMPOSE STJ TAXES		C Williams
	PAGE TOTAL SUMMARY		04/15/14
	QUARTER TOTAL		

RCI	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
REF	DATE	SALES INVOICE NUMBER	CUSTOMER NAME	STREET	CITY, STATE, ZIP	SHIP TO	PO NUMBER	PO STATUS	ITEM	AMOUNT QUESTIONED	AMOUNT TAXABLE	DISTRICT MEASURE	DISTRICT CODE	COMMENT	XYZ SENT	1764 SENT
1	2/28/2011	51072	JOHNSON CONSTRUCTION	3331 W. Alameda Blvd.	Anaheim, CA 90620		Z222999		Plastic wrapping	410	410	410	OCTA	Weatherized plastic wrapping applied to customers wiring		
2	4/21/2011	51851	M.O. NELSON	4521 W. Industry Way	Newport Beach, CA 92657				Fabrication labor	74	74	74	OCTA	Fabrication labor determined to be taxable		
3	8/5/2011	53438	C.J. LEER	3413 Rosewood Road	Napa, CA 94558		XX07728		Material	26	26	26	NCFP	Materials only - classified as labor		
4	10/17/2012	60029	M.L. LEWIS	23113 E. River Drive	Los Angeles, CA 90058		G6422644		Material	78	78	0	NONE	Weatherized plastic wrapping applied to customers wiring		
5	11/19/2012	60520	JOHNSON CONSTRUCTION	3331 W. Alameda Blvd.	Anaheim, CA 90620				Plastic wrapping	395	395	395	OCTA	Materials only - classified as labor		
6	12/8/2012	60809	DON BROONE	4544 Industry Road	Napa, CA 94558		REF95691		Material	5	5	5	NCFP	Weatherized plastic wrapping applied to customers wiring		
7	7/20/2013	64166	G.S. PATTON	2310 Plum Street	Santa Rosa, CA 95401				Fabrication labor	49	49	0	NONE	Fabrication labor determined to be taxable		
8	9/3/2013	64850	W. RODGERS	4542 42nd Lane	Los Angeles, CA 90058				Plastic wrapping	205	205	0	NONE	Weatherized plastic wrapping applied to customers wiring		
9	10/15/2013	65474	W. SMITH	3731 Main Street	Garden Grove, CA 90650		B2-R543		Material	18	18	18	OCTA	Materials used in repairs claimed as labor		
									Total:	1,260	1,260	928				
										<12B>	<12B>	<12B-1>				
												<12B>				

**OUT OF STATE PURCHASES SUBJECT
TO USE TAX – PAID BILLS**

EXHIBIT 10

R		C	A	B	C	D	E
					<12C-2>	<12C-2>	<12C-2>
					Questioned Paid Bills	Unreported Paid Bills Subject to Use Tax - Actual Basis	Unreported Paid Bills Subject to Use Tax - Actual Basis
REF							
1					Data		
2			Years	DATE	Sum of AMOUNT QUESTIONED	Sum of AMOUNT TAXABLE	Sum of DISTRICT MEASURE
3			<6/1/2011	<6/1/2011			
4			2011	Qtr1			
5				Qtr2	290	290	290
6				Qtr3	245	245	245
7				Qtr4	150	150	150
8			2012	Qtr1	109	109	109
9				Qtr2			
10				Qtr3	259	259	259
11				Qtr4			
12			2013	Qtr1	200	200	200
13				Qtr2	249	249	249
14				Qtr3	22	0	0
15				Qtr4	18	0	0
16			>10/5/2013	>10/5/2013			
17			Grand Total		1,542	1,502	1,502
18						<LnkSht>	
19							

**OUT OF STATE PURCHASES SUBJECT
TO USE TAX – PAID BILLS**
District Measure

EXHIBIT 11

OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS (DISTRICT MEASURE)			SCHEDULE 12C-1 SY EA 108-123456 C Williams 04/15/14		
R	C	A	B	C	D
				<12C-2>	<12C-2>
				Unreported Paid Bills Subject to Use Tax - Actual Basis	Unreported Paid Bills Subject to Use Tax - Actual Basis
REF					
1				Data	
2		Years	DATE	Sum of OCTA	Sum of NCFP
3		<input type="checkbox"/> <6/1/2011	<6/1/2011		
4		<input type="checkbox"/> 2011	Qtr1		
5			Qtr2	190	100
6			Qtr3	160	85
7			Qtr4	150	
8		<input type="checkbox"/> 2012	Qtr1	109	
9			Qtr2		
10			Qtr3	130	129
11			Qtr4		
12		<input type="checkbox"/> 2013	Qtr1	200	
13			Qtr2	109	140
14			Qtr3	0	
15			Qtr4	0	
16		<input type="checkbox"/> >10/5/2013	>10/5/2013		
17		Grand Total		1,048	454
18				<LnkSht>	<LnkSht>
19				<414L Page 3>	<414L Page 3>
20					

TEST OF OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS

EXHIBIT 12

RC		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
REF	DATE	INVOICE NUMBER	VENDOR	STREET	CITY, STATE, ZIP	SHIP FROM	SHIP TO	PO NUMBER	PO STATUS	RC ISSUED	ITEM	AMOUNT QUESTIONED	AMOUNT TAXABLE	DISTRICT MEASURE	DISTRICT CODE	COMMENT	6406 Tax Credit	ABC SENT	T164 SENT	
1	06/20/11	42379	AAA CORP BOWER	1000 Meier Lane	El Monte, CA 91731	CA ANAHEIM		6131	Y		Business Cards	190	190	190	OCTA	No misuse of resale card indicated. TP purchases other items for resale				
2	10/04/13	46604	MANUFACTURING	5000 Columbus St	Irvine, CA 92610	CA ANAHEIM					Business Cards	18	0	0	OCTA	No resale card provided			x	
3	09/10/11	1727	B & R INC	3225 N. Century Plaza	Phoenix, AZ 85012 Redondo Beach, CA 90278	AZ NAPA					Brochures	85	85	85	NCFP	Ex-tax purchase from unregistered out-of-state retailer			x	
4	03/18/12	27234	CAL PRINTING	706 Peck Road	Redondo Beach, CA 90278	CA ANAHEIM		6868	Y		Forms	109	109	109	OCTA	No misuse of resale card indicated. TP purchases other items for resale				
5	05/02/13	27328	CAL PRINTING	706 Peck Road	Redondo Beach, CA 90278	CA NAPA		6900	Y		Forms	140	140	140	NCFP	No misuse of resale card indicated. TP purchases other items for resale				
6	07/20/13	27491	CAL PRINTING	706 Peck Road	Redondo Beach, CA 90278	CA ANAHEIM		6933	Y		Forms	22	0	0	OCTA	No misuse of resale card indicated. TP purchases other items for resale				
7	06/01/11	274222201	DELUXE STATIONARY	Box 99031	Milwaukee, WI 53288	WI NAPA					Folders	100	100	100	NCFP	Ex-tax purchase from unregistered out-of-state retailer			x	
8	07/31/12	279505001	DELUXE STATIONARY	Box 99031	Milwaukee, WI 53288	WI NAPA					Folders	129	129	129	NCFP	Ex-tax purchase from unregistered out-of-state retailer			x	
9	03/30/13	298276701	DELUXE STATIONARY MARSHALL	Box 99031	Milwaukee, WI 53288	WI ANAHEIM					Binders	200	200	200	OCTA	Ex-tax purchase from unregistered out-of-state retailer			x	
10	11/15/11	1197	INDUSTRIES WYLE COMPUTER	3000 Malt Ave	Commerce, CA 90040	CA ANAHEIM		6868			Forms	150	150	150	OCTA	No misuse of resale card indicated. TP purchases other items for resale				
11	09/17/11	1308	COMPANY WYLE COMPUTER	25 Illinois Blvd	Schaumburg, IL 60194	IL ANAHEIM		6399			Computer & Office Supplies	160	160	160	OCTA	Ex-tax purchase from unregistered out-of-state retailer			x	
12	08/07/12	1490	COMPANY WYLE COMPUTER	25 Illinois Blvd	Schaumburg, IL 60194	IL ANAHEIM		6476			Computer & Office Supplies	130	130	130	OCTA	Ex-tax purchase from unregistered out-of-state retailer			x	
13	05/28/13	1678	COMPANY WYLE COMPUTER	25 Illinois Blvd	Schaumburg, IL 60194	IL ANAHEIM		6571			Computer & Office Supplies	109	109	109	OCTA	Ex-tax purchase from unregistered out-of-state retailer			x	
Total												1,542	1,502	1,502						
												<12C>	<12C>	<12C-1>						
														<12C>						

OUT OF STATE PURCHASES SUBJECT TO USE TAX - PAID BILLS

EXPORT TO ACCESS			
DETACH ACCESS		?	SCHEDULE 12C-2
DECOMPOSE STJ TAXES			SY EA 108-123456
PAGE TOTAL SUMMARY			C Williams
QUARTER TOTAL			04/15/14

**TRANSFERS FROM EX-TAX INVENTORY
FOR OWN USE – ACTUAL**

EXHIBIT 13

		TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION		<table border="1"> <tr><td>SCHEDULE 12D</td></tr> <tr><td>SY EA 108-123456</td></tr> <tr><td>C Williams</td></tr> <tr><td>04/15/14</td></tr> </table>		SCHEDULE 12D	SY EA 108-123456	C Williams	04/15/14
SCHEDULE 12D									
SY EA 108-123456									
C Williams									
04/15/14									
R	C	A	B	C	D				
			<Parts Log>	<Parts Log>	(B+C)				
<u>REF</u>	<u>Period</u>	Unreported Withdrawal from Resale Inventory for Self- Consumption - Actual Basis (OCTA)	Unreported Withdrawal from Resale Inventory for Self- Consumption - Actual Basis (NCFP)	Unreported Withdrawal from Resale Inventory for Self-Consumption - Actual Basis					
1	1Q-11	70	38	108					
2	2Q-11	40	52	92					
3	3Q-11	21	140	161					
4	4Q-11	16	38	54					
5	1Q-12	115	14	129					
6	2Q-12	50	118	168					
7	3Q-12	52	32	84					
8	4Q-12	14	29	43					
9	1Q-13	122	34	156					
10	2Q-13	59	39	98					
11	3Q-13	70	159	229					
12	4Q-13	55	40	95					
13									
14		684	733	1,417					
15		<LnkSht>	<LnkSht>	<LnkSht>					
16		<414L Page 3>	<414L Page 3>						
17									
18									
19	<u>Comments</u>								
20	The owner often removes parts from ex-tax inventory and gives them								
21	away as samples to customers. The owner keeps a log of all parts								
22	consumed. Use tax was not reported on inventory withdrawals.								
23									
24									
25									

**UNREPORTED SALES TO EMPLOYEES
ACTUAL BASIS**

EXHIBIT 14

UNREPORTED SALES TO					SCHEDULE 12E
EMPLOYEES BASED ON ACTUAL					SY EA 108-123456
EXAMINATION					C Williams
					04/15/14
R	C	A	B	C	D
		<Sales Journal>	<Sales Journal>		(B+C)
REF	Period	Unreported Sales to Employees - Actual Basis	Unreported Sales to Employees - Actual Basis (NCFP)	Unreported Sales to Employees - Actual Basis	
1	1Q-11	90	26	116	
2	2Q-11	78	20	98	
3	3Q-11	80	31	111	
4	4Q-11	0	25	25	
5	1Q-12	50	28	78	
6	2Q-12	120	0	120	
7	3Q-12	25	112	137	
8	4Q-12	0	115	115	
9	1Q-13	155		155	
10	2Q-13	0	30	30	
11	3Q-13	71	0	71	
12	4Q-13	31	13	44	
13					
14		700	400	1,100	
15		<LnkSht>	<LnkSht>	<LnkSht>	
16		<414L Page 3>	<414L Page 3>		
17					
18					
19	<u>Comments</u>				
20	The company has a policy of selling goods to employees at cost. All employee sales				
21	are made for cash and are segregated between the two locations in the sales journal.				
22					
23					
24					

UNREPORTED SALE OF CAPITAL ASSET
Actual Basis

EXHIBIT 15

UNREPORTED SALE OF CAPITAL ASSET BASED ON ACTUAL EXAMINATION				SCHEDULE 12F					
				SY EA 108-123456					
				C Williams					
				04/15/14					
R	C	A	B	C	D	E	F	G	H
REF	Date	Journal Entry Reference	Description					DR	CR
1	11/09/13	J 11-6	Account receivable - Jack Reynolds					1,600	
2			Reserve for Depreciation					1,565	
3			Automotive Equipment						2,684
4			Gain on sale of capital asset						481
5									
6			"To record sale of forklift to						
7			Jack Renolds"						
8									
9			Taxable Amount						1,600
10									<LnkSht>
11									<414L Page 3>
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Comments
 The above sale was made by the taxpayer's Napa location.
 The forklift was used in the taxpayer's warehouse and delivered to the customer in Mojave via common carrier.

TAX ACCRUAL RECONCILIATION

EXHIBIT 16

TAX ACCRUAL RECONCILIATION						SCHEDULE 12G	
						SY EA 108-123456	
						C Williams	
						04/15/14	
R	C	A	B	C	D	E	F
			<Sales Journal>	<Sales Journal>	(B+C)	<414M>	(D-E)
REF	Period	Recorded Tax Collected	Recorded Tax Collected	Total Recorded Tax	Reported Tax Paid	Difference	
1	1Q-11	1,595	2,393	3,988	3,989	-1	
2	2Q-11	3,202	4,422	7,624	7,624	0	
3	3Q-11	2,538	3,653	6,191	6,191	0	
4	4Q-11	3,127	4,688	7,815	7,814	1	
5	1Q-12	3,500	4,640	8,140	8,140	0	
6	2Q-12	3,637	5,021	8,658	8,657	1	
7	3Q-12	3,144	4,716	7,860	7,860	0	
8	4Q-12	3,296	4,033	7,329	7,332	-3	
9	1Q-13	3,567	4,924	8,491	8,490	1	
10	2Q-13	3,189	4,590	7,779	7,779	0	
11	3Q-13	2,819	4,409	7,228	7,228	0	
12	4Q-13	3,498	4,638	8,136	8,136	0	
13							
14	Total	37,112	52,127	89,239	89,240	-1	
15							<Immaterial>
16							

MARKUP ANALYSIS

EXHIBIT 17

MARKUP CALCULATION				SCHEDULE 12H		
				SY EA 108-123456		
				C Williams		
				04/15/14		
R	C	A	B	C	D	G
						(B+D)
REF			2011	2012		TOTAL
1		TOTAL SALES EX-TAX	<414M>	721,217	850,589	1,571,806
2		COST OF GOODS SOLD	<FITR>	531,886	608,530	1,140,416
3		GROSS PROFIT	(L1-L2)	189,331	242,059	431,390
4		MARKUP	(L3/L2)	35.60%	39.78%	37.83%
<p><u>Comments</u> The taxpayer primarily makes taxable sales to construction contractors and sales for resale to hardware retailers. The markup appears consistent for this type of industry. A quick markup analysis was performed on some purchases which supported the computed markup. No further testing in this area is warranted.</p>						

TAXABLE MEASURE UNDERSTATED - NCFP		Case Id:	987654	A8.1						
		Account Number:	108123456	SY EA 108-123456						
		Schedule Type:	T	C Williams						
		Juris Code:	NCFP	01/13/14						
R	C	A	B	C	D	E	F	G	H	I
ITEM CODE		NCFP			1	2	3	4	5	
NC CODE		65			0403	0601	0201	0202	0104	
REF		< 414-M >	(B+D)	(E..I)	< 12 A >	< 12 B-1 >	< 12 C-1 >	< 12 D >	< 12 E >	
REF	Period	REPORTED TAXABLE MEASURE	AUDITED TAXABLE MEASURE	TOTAL TAXABLE DIFFERENCE	DISALLOWED CLAIMED RESALES BASED ON STATISTICAL SAMPLING	DISALLOWED CLAIMED LABOR EXEMPTION BASED ON ACTUAL EXAMINATION	UNREPORTED EX-TAX PURCHASES OF SUPPLIES BASED ON ACTUAL EXAMINATION	TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION	UNREPORTED SALES TO EMPLOYEES BASED ON ACTUAL EXAMINATION	
1	1Q-11	137	874	737	673				38	26
2	2Q-11	253	1,387	1,134	962		100		52	20
3	3Q-11	209	1,463	1,254	972	26	85		140	31
4	4Q-11	268	1,707	1,439	1,376				38	25
5	1Q-12	265	1,399	1,134	1,092				14	28
6	2Q-12	287	1,623	1,336	1,218				118	0
7	3Q-12	269	1,579	1,310	1,037		129		32	112
8	4Q-12	230	1,539	1,309	1,160	5			29	115
9	1Q-13	274	1,177	903	869				34	
10	2Q-13	255	1,566	1,311	1,102		140		39	30
11	3Q-13	245	1,685	1,440	1,281				159	0
12	4Q-13	258	1,422	1,164	1,111				40	13
	Total:	2,950	17,421	14,471	12,853	31	454		733	400

TAXABLE MEASURE UNDERSTATED - OCTA		Case Id:	987654			A8.2				
		Account Number:	108123456			SY EA 108-123456				
		Schedule Type:	T			C Williams				
		Juris Code:	OCTA			01/13/14				
R	C	A	B	C	D	E	F	G	H	I
ITEM CODE		OCTA			1	2	3	4	5	
NC CODE		37			0403	0601	0201	0202	0104	
REF		< 414-M >	(B+D)	(E..I)	< 12 A >	< 12 B -1 >	< 12 C -1 >	< 12 D >	< 12 E >	
REF	Period	REPORTED TAXABLE MEASURE	AUDITED TAXABLE MEASURE	TOTAL TAXABLE DIFFERENCE	DISALLOWED CLAIMED RESALES BASED ON STATISTICAL SAMPLING	DISALLOWED CLAIMED LABOR EXEMPTION BASED ON ACTUAL EXAMINATION	UNREPORTED EX-TAX PURCHASES OF SUPPLIES BASED ON ACTUAL EXAMINATION	TRANSFER FROM EX-TAX INVENTORY FOR OWN USE BASED ON ACTUAL EXAMINATION	UNREPORTED SALES TO EMPLOYEES BASED ON ACTUAL EXAMINATION	
1	1Q-11	91	2,032	1,941	1,371	410		70	90	
2	2Q-11	183	2,524	2,341	1,959	74	190	40	78	
3	3Q-11	145	2,387	2,242	1,981		160	21	80	
4	4Q-11	179	3,149	2,970	2,804		150	16	0	
5	1Q-12	200	2,698	2,498	2,224		109	115	50	
6	2Q-12	208	2,859	2,651	2,481			50	120	
7	3Q-12	180	2,500	2,320	2,113		130	52	25	
8	4Q-12	189	2,960	2,771	2,362	395		14	0	
9	1Q-13	198	2,446	2,248	1,771		200	122	155	
10	2Q-13	177	2,589	2,412	2,244		109	59	0	
11	3Q-13	157	2,908	2,751	2,610			70	71	
12	4Q-13	194	2,562	2,368	2,264	18		55	31	
Total:		2,101	31,614	29,513	26,184	897	1,048	684	700	

Digital Audit File Locations			
Document	Description	Folder Location	Sample File Name
BOE 52,52L,52L1	Certificate of Verification -- Out of State Delivery	Supporting Audit Docs	EA_54321_ABCO_BOE 52_CustName.pdf
BOE 79A-E	Audit Transmittal Letter	Correspondence	EA_54321_ABCO_BOE 80A.pdf
BOE 80 RU	Records Update	Forms	EA_54321_ABCO_BOE 80RU.pdf
BOE 80A-D	Audit Engagement Letter	Correspondence	EA_54321_ABCO_BOE 80C.pdf
BOE 82	Authorization for Electronic Transmission of Data	Forms	EA_54321_ABCO_BOE 82.pdf
BOE 101	Claim for Refund or Credit	Forms	EA_54321_ABCO_BOE 101_2011_04_15 (Claim Date)
BOE 103	Adjustment Request Memo	Memos & Misc Docs	EA_54321_ABCO_BOE 103.pdf
BOE 122	Waiver of Limitations	Forms	EA_54321_ABCO_BOE 122_2011_07_31 (ExtensionThroughDate)
BOE 197	Allocation of Tax Change of Cooperative Audit Report	Forms	EA_54321_ABCO_BOE 197.pdf
BOE 204	Interdistrict Cooperative Audit	Memos & Misc Docs	EA_54321_ABCO_BOE 204.pdf
BOE 392	Power of Attorney	Forms	EA_54321_ABCO_BOE 392.pdf
BOE 414A Page 2	Results of Discussion of Audit Findings	None (Main Case Folder)	EA_54321_ABCO_BOE 414A Page2.pdf
BOE 414-A2	Reconciliation and Explanation of Reaudit/Revised Audit Adjustments	Forms	EA_54321_ABCO_BOE414-A2.pdf or .xls
BOE 414A/414B	Report of Field Audit/Field Billing Order (IRIS Version)	Forms	Remains in Start 21
BOE 414C	Report of Examination of Records	Start 21	Remains in Start 21
BOE 414E	IRIS Generated Audit Report	Forms	414E_54321 (scanned by audit control)
BOE 414L	Auditor's Worksheet -- Local Sales and Use Tax Allocation	AWPs Forms	EA_54321_ABCO_BOE 414L.pdf or .xls
BOE 414M	Electronic Transcript of Returns	AWPs Forms	EA_54321_ABCO_BOE 414M.pdf or .xls
BOE 414Z	Assignment Contact History	Forms	EA_54321_ABCO_BOE 414Z.pdf
BOE 416	Petition for Redetermination	Form	EA_54321_ABCO_Petition
BOE 472	Use of Sampling in Auditing	Forms	EA_54321_ABCO_BOE472_AP (Area Tested)
BOE 495	Index to Audit Working Papers	AWPs	
BOE 503 A,B,C	Use of ABC Letter procedure	Supporting Audit Docs	EA_54321_ABCO_12B_ABC Letters
BOE 504A	Use of XYZ letter procedure to Verify Claimed Exempt Sales	Supporting Audit Docs	EA_54321_ABCO_12A_XYZ Letters
BOE 523	Tax Return and/or Account Adjustment Notice	Memos & Misc Docs	EA_54321_ABCO_BOE 523
BOE 526	Managed Audit Program Participation Agreement	Memos & Misc Docs	EA_54321_ABCO_BOE 526
BOE 579	Audit Assignment Transfer	Forms	EA_54321_ABCO_BOE 579_2011_07_01 (DateofTransfer)
BOE 596	Report of Account Being Waived for Audit	Start 21	Remains in Start 21
BOE 698-A	Information Document Request	Forms	EA_54321_ABCO_BOE 698A
BOE 699	Audit Findings Presentation Sheet	Forms	EA_54321_ABCO_BOE 699
BOE 767	Tax, Penalty, and Interest Calculation	Start 21	Remains in Start 21
BOE 836A	Report of Discussion of Audit Findings	Forms	EA_54321_ABCO_BOE 836A_2011_11_1 (ReportofDiscussionDate)
BOE 945	Receipt for Books and Records of Account	Forms	EA_54321_ABCO_BOE 945

DIGITAL AUDIT FILE LOCATIONS**EXHIBIT 21****Page 2 of 2**

BOE 1164	Audit Memorandum of Possible Tax Liability	Forms	CH_012123456_54321_BOE 1164.pdf, & CH_012123456_54321_SupportDoc.pdf
BOE 1296	Account Update Information	Forms	EA_54321_ABCO_BOE 1296
BOE 1311A	Bar Short Test Sheet	Supporting Audit Docs	EA_54321_ABCO_BOE 1311A.pdf
BOE 1311B	Bar Fact Sheet	Supporting Audit Docs	EA_54321_ABCO_BOE 1311B.pdf
N/A	Audit Program/Audit Plan (Signed)	Forms	EA_54321_ABCO_Audit Plan.pdf
N/A	Decision and Recommendation	Memos & Misc Docs/ D and R	EA_54321_ABC_D&R1
N/A	Fraud/Jeopardy Letter	Memos & Misc Docs	EA_54321_ABCO_Fraud/Jeopardy Letter
AUD MP	IRIS AUD MP Screen	Memos & Misc Docs	EA_54321_ABCO_AUD MP
N/A	Reviewer's Go Back	AWPs	
N/A	Petition Audit Summary Schedules	Memos & Misc Docs	EA_54321_ABCO_Pet Aud Summ Sch
R414A-A2	Reconciliation and Explanation of Reaudit/Revised Adjustments	Forms	EA_54321_ABCO_R414A2
N/A	Reallocation Schedules	Memos & Misc Docs	EA_54321_ABCO_Reallocation Schedule
SCH 20-G3	Sales Tax Prepaid on MVF Program	Forms	EA_54321_ABCO_Schedule 20G3.pdf
N/A	Schedule 12, etc	Upload and AWP	
N/A	Secretary of State (www.sos.ca.gov)	Memos & Misc Docs	EA_54321_ABCO_SOS
N/A	Start 21 Forms	Forms	EA_54321_ABCO_Start21.xls
N/A	Superseded Schedules	Superseded Schedules	EA_54321_ABCO_12A_Superseded.pdf
N/A	Taxpayer's Letter of Protest/Petition	Memos & Misc Docs	EA_54321_ABCO_Letter of Protest.pdf
N/A	Taxpayer Website Information	Memos & Misc Docs	EA_54321_ABCO_Website.pdf
N/A	Audit Working Papers	Main Audit Folder	EA_54321_ABCO_WP.xlsm