

Audit Statement of Understanding  
Field Audit Unit  
City and County of Denver

The purpose of this Statement is to clarify mutual expectations during the audit process and to provide an understanding of the work to be done during the audit:

- The auditor has discussed the objective, scope, and approach of the audit work with you.
- The auditor explained the “Consent Fixing Period of Limitation”.
- If necessary, the auditor requested and received a signed Power of Attorney form from you.
- The auditor explained what documents and records will be required during the audit and you have agreed to supply **all** of these records, to the extent that they exist. The auditor also informed you of the Denver Revised Municipal Code (DRMC) 53-50 and DRMC 53-101 and the requirement to maintain and make available records as requested by the Manager or any person authorized by him/her.
- The auditor has been informed of all current or past bankruptcy proceedings, mergers, reorganizations, etc. that could have an effect on the audit.
- It is our policy to audit all subsidiaries, divisions, and related entities that conduct business activities in the City. Therefore, the auditor has been made aware of all such entities related to your business.
- The auditor has informed you about the estimated work schedule and completion date for your audit, which assumes all requested records are provided in a timely manner. The auditor has explained that the audit scope may be expanded during the audit and additional records or time may be required.
- The auditor has discussed the composition of the audit team and related workspace requirements.
- Audits, inspections of records and meetings will be conducted at a reasonable time and place that has suitable space and working conditions. Out-of-state taxpayers may need to enter into an agreement to reimburse the City for its travel costs if records cannot be made available locally, as authorized by the DRMC.
- Information requests will be relevant, reasonable and necessary.
- Responses to questions, information requests, and all other communications will be prompt, courteous, accurate, and professional; and the same is expected of your staff.
- Taxpayer’s responses to audit work papers will be properly documented and within the agreed upon time limit.
- Audit findings and adjustments will be properly documented and explained, prior to assessment.
- You may qualify for the following programs: Coordinated audits with other cities; combined audits with the Assessment Division for personal property taxes.
- Employees are not allowed to accept gifts, meals, gratuities, tickets to entertainment events, advertising, or promotional materials. (A cup of coffee, pop or bottled water is acceptable.)
- Confidentiality will be maintained at all times per the DRMC.