

DCAA Audit Preparation Seminar – April 27, 2010
Agenda

Introduction –

- Welcome and review of Seminar Agenda
- What to expect if you have never been audited
- What to ask when DCAA calls and is going to perform an audit
- How to prepare for an audit
- How to treat the auditor

Break – 10 minutes

Accounting System Audits –

- Brief explanation of SF-1408
- Detailed review of Accounting System audit program

Break – 10 minutes

Forwarding Pricing Budget/Proposal Audit –

- Review of Sample Forward Pricing Budget
- Mock Cost Proposal
- Review of Cost Proposal Audit

Lunch Break

Floor Check/Timekeeping/Labor Distribution –

- Mock Floor Check Role Playing
- Timekeeping Policy Review
- Labor Distribution – Auditor's processes

Other Audits –

- Purchasing and Material Cost (MAAR 13)
- Billing System
- Defective Pricing (Post Award Review)

Auditor Findings –

- Exit Interview
- Audit Report
- What to do when you do not agree

Recap and Q&A

- Review of what we have learned today
- Open forum for Q&A