



# DEPARTMENT OF FINANCE AUDIT DIVISION

AP/AU-8 7/29/87

## STATEMENT OF AUDIT PROCEDURE

ALL UNITS

Procedures Concerning A Fair Audit

### I. Background

This Statement of Audit Procedure is intended to clarify the procedure for handling audit findings which increase or decrease a taxpayer's tax liability. Audit Division staff is reminded that the mission of the field auditor is to conduct a quality audit. A quality audit is one that is fair and results in the determination of the proper tax liability.

This Statement of Audit Procedure reflects current Audit Division procedures and is not intended to change any existing policy or procedure.

### II. Procedure

Following established field audit procedures, the auditor examines the books, papers, records and other data available in connection with the audit. Where apparent errors or discrepancies are observed, the auditor must diligently pursue such matters and, if appropriate, propose adjustments.