

**Dallas Chapter  
Statement of Account\*  
June 2019 - May 2020**

**Total:     \$ 21,004.83**

Share Checking Account

|                            |              |
|----------------------------|--------------|
| Beginning Balance (6/1/19) | \$ 12,993.38 |
| Plus: Deposits             | \$ 5,896.95  |
| Plus: Transfers            | \$ -         |
| Less: Expenses             | \$ 6,636.76  |
| Ending Balance (5/31/20)   | \$ 12,253.57 |

Share Savings Account

|                            |             |
|----------------------------|-------------|
| Beginning Balance (6/1/16) | \$ 8,680.01 |
| Plus: Dividend             | \$ -        |
| Plus: Deposit              | \$ -        |
| Less: Transfer             | \$ -        |
| Ending Balance (5/31/17)   | \$ 8,680.01 |

PayPal Account

|                            |          |
|----------------------------|----------|
| Beginning Balance (6/1/16) | \$ 71.25 |
| Plus: Deposits             | \$ -     |
| Plus: Dividend             | \$ -     |
| Less: Fees                 | \$ -     |
| Less: Expenses             | \$ -     |
| Less: Transfer             | \$ -     |
| Ending Balance (5/31/17)   | \$ 71.25 |

\* Unaudited

Dear AGA Dallas Chapter,

Below please find the summary of our review of your chapter's financials for the fiscal year 2019-2020 which includes the procedures performed, the conclusion reached, and response obtained from your chapter:

**Procedure 1:** We compared the line items in Statement of Account on May 31, 2020, and Statement of Activities for the period June 1, 2019, to May 31, 2020, to the monthly Statement of Account ledger.

**Our Finding(s):** No exceptions noted.

**Procedure 2:** We compared the cash balance recorded in the monthly Statement of Account ledger for the period June 1, 2019, to May 31, 2019, to the bank statements.

**Our Finding(s):**

**Finding 1:** In July 2019, the Texas State Fee is shown in supporting documentation as \$51.35, but in the Statement of Account as of July 31, 2019, it is recorded as \$53.

**Dallas Chapter Response:** We do not have a supporting document to this and the President and the Treasurer at that time are no longer on our board. However, we think it might be postage.

**Finding 2:** There were two checks, \$300 from Becker and \$1,000 from BKD, received in October 2019 and deposited into the savings account in November. Within the Statement of Account ledger as of November 30, 2019, these checks were recorded in the checking account. Per review of the December 2019 bank statements, these two checks were transferred from the savings account to the checking account in December 2019, but this activity was not recorded in the Statement of Account ledger for November 2019 or December 2019.

**Dallas Chapter Response:** I originally wanted these checks to be deposited into the checking account. Texas Federal Credit Union does not have a mobile banking function, so I mailed the checks to them for depositing. They deposited them into the savings account, so I subsequently transferred them into the checking account.

**Procedure 3:** We compared the activity recorded in the monthly Statement of Account ledger for the period June 1, 2019, to May 31, 2019, to supporting documentation.

**Our Finding(s):**

**Finding 1:** For an expense of \$3,187.23 paid to the City Club in June 2019, the only support available was the summarized statement from the vendor. We recommend that in the future the Dallas Chapter retains a copy of the itemized invoice as appropriate supporting evidence.

**Dallas Chapter Response:** I agree. We do not have a copy for this, but I did start retaining this as you can see in the pdf "2,494.32" in November 2019 supporting documents file.

**Finding 2:** For an expense of \$40 for a Starbucks gift card in July 2019, the only support available was an email from the Dallas chapter member who purchased it. We recommend that in the future the Dallas Chapter retains a copy of the receipt for the gift card as appropriate supporting evidence.

**Dallas Chapter Response:** I agree and we will do this.

Disclaimer – The information presented above is organized using financial data and the bank statements provided by the AGA Dallas Chapter (Dallas). The AGA Baltimore Chapter does not provide "Professional Accounting Services", "Professional Accounting Work" or perform a "Preparation Engagement" for Dallas. The information and documentation provided by Dallas have not been subjected to any "Attest Service", including but not limited to audit, examination, review, or other assurance services. The Baltimore Chapter does not take responsibility for the accuracy of the information provided and Dallas has agreed to release the AGA Baltimore Chapter from any financial and non-financial responsibilities as it relates to the work performed above. The work performed above simply provides an overview of the Dallas financial situation for the chapter awareness.