



TO: Members of the Phoenix Chapter of the Association of Government Accountants

FROM: Executive Board of the Phoenix Chapter of the Association of Government Accountants

RE: Audit Review Findings

Earlier this year the Executive Board engaged an independent accountant to report on agreed upon procedure to review our accounting and reconciliation procedures for program years 2014-15 and 2015-16. These agreed-upon procedures were:

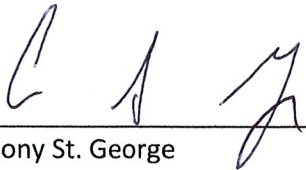
Cross check and verify the accuracy of the activity detail report (receipts and disbursements) with deposit report and monthly bank statement by assuring that all supporting documents have been properly attached.

During this review, several findings were brought to our attention.

1. A travel reimbursement for \$700 was made on 8/1/2014. Supporting documentation was for \$721.98. Further research confirmed the travel budget for this reimbursement was limited to \$700. This documentation for the \$700 was filed with the reimbursement.
2. There were four reimbursements for CGFM exams and application fees. Documentation for three of the reimbursements supported a larger amount. Due to the budget set for the CGFM reimbursements a lower amount was paid out. This documentation was added to the file. One reimbursement for an application fee was not found. After further research, the supporting receipt was not able to be located.
3. A payment for food for the December 2014 monthly meeting was made on December 10, 2014. The supporting invoice was not located. The caterer was contacted in February 2016. They no longer had a copy of the invoice. They did confirm that they did cater an event for us in December 2014.
4. A dinner meeting receipt from May 2016 was filed in the wrong month. The documentation was moved to the appropriate month.
5. June 2016 bank statements were not included in the permanent file. The statements were located and filed as appropriate.

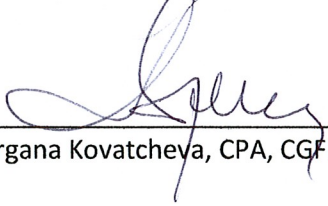
The Executive Board is looking into reviewing the chapter's policy and updating written practices because of this review.

Phoenix Chapter AGA Treasurer:



Anthony St. George

Phoenix Chapter AGA President:



Gergana Kovatcheva, CPA, CGFM