



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 year 2017-18. These agreed-upon procedures were:

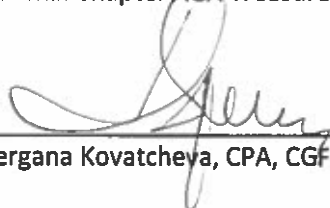
Cross check and verify the accuracy of the activity detail report (receipts and disbursements) with deposit report and monthly bank statement by assuring that all supporting documents have been properly attached.

During this review, several findings were brought to our attention. See the Board's responses to the findings below.

1. A payment of \$30.00 made in October 2018 was not listed on the list of disbursements.
 - a. The Board does not agree with this finding as the period of review was July 1, 2017 through June 30, 2018, and the finding identified is outside this period of review. The Board reached out to the auditor, who was unable to provide the error for the Board's review. It is the Board's opinion that the finding was presented in error.
2. A payment for \$100.00 was made in October 2017 with no supporting documentation.
 - a. The payment was for the 2016-17 audit review performed. This disbursement was approved as part of the annual budget process as noted on the June 28, 2018, Board minutes. The minutes will be included in the supporting documentation for future years.
3. A payment for \$50.00 was made in April 2018 with no supporting documentation.
 - a. The payment was made to AGA National for membership dues approved as noted on the March 6-7, 2018, Board minutes. The minutes will be included in the supporting documentation for future years.


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

Phoenix Chapter AGA Treasurer:



Gergana Kovatcheva, CPA, CGFM

Phoenix Chapter AGA President:



Michelle Huckabay, CPA, CGFM