



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 2016-17. 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. An outstanding check for \$60 was noted in the January 2017 disbursements with no supporting documentation. The check was also recorded in February disbursements with the supporting documentation attached.
  - a. The Board will update its process to include supporting documentation in the month that payments are issued rather than the month that checks are cashed for consistency.
2. An outstanding check for \$20 was noted in the January 2017 disbursements with no supporting documentation. The check was also recorded in February disbursements with the supporting documentation attached.
  - a. The Board will update its process to include supporting documentation in the month that payments are issued rather than the month that checks are cashed for consistency.
3. A payment for room rental was made in January 2017 with no supporting documentation.
  - a. Documentation for all disbursements, including automatic withdrawals, will be maintained.

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

Phoenix Chapter AGA Treasurer:

A handwritten signature in black ink, appearing to read "Anthony St. George".

Anthony St. George, CPA

Phoenix Chapter AGA President:

A handwritten signature in black ink, appearing to read "Gergana Kovatcheva".

Gergana Kovatcheva, CPA, CGFM