

Virginia Local Government Auditors Association  
Minutes of the Business Meeting of the Membership  
Hilton Virginia Beach  
May 16, 2016, 1:00 p.m.

Lily Hernandez, president, called the meeting to order at 1:00 p.m. and presented the agenda.

**Secretary's Report**

Vaughan Crawley, secretary, presented the minutes of the Executive Committee meeting on January 29, 2016 and a summary of interim actions conducted via email since that meeting (see attached). The minutes were approved as presented.

**Treasurer's Report**

Karen Woodson, treasurer, presented the treasurer's report (see attached). The ending balance at April 30, 2016 was \$16,712.63. Karen noted that the account activity included income for the spring conference received as direct payments but no income received through C-Vent and no conference expenses. The treasurer's report was approved as submitted.

**Audit Report**

Sharon Pribadi, audit committee chair, presented the audit report for CY 2015 (see attached). It was a clean opinion and Sharon made one recommendation regarding the agreed upon procedures for the audit program which was approved by the president via email on February 23, 2016.

**Fall 2016 Conference Update**

Lily Hernandez announced that the fall conference will be hosted by the City of Richmond. The planned date is Friday, September 30, 2016.

There being no further business, the meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Vaughan Crawley  
Secretary

**Virginia Local Government Auditors Association  
Business Meeting  
Hilton Oceanfront  
Virginia Beach, VA  
May 16, 2016**

**Agenda**

1. Call meeting to order
2. Secretary's Report
3. Treasurer's Report
4. Audit Report
5. Fall 2016 Conference Update

Virginia Local Government Auditors Association  
Summary of Interim Executive Committee Actions  
since January 29, 2016

Since the January 29, 2016 regular meeting of the VLGAA Executive Committee, the following actions were taken via email correspondence:

**2016 and 2017 CONFERENCE**

On Monday, February 1, Lily Hernandez confirmed via email that the two-year conference schedule for 2016 and 2017 is as follows:

- Spring 2016                      Virginia Beach
- Fall 2016                         Richmond
- Spring 2017                     Chesapeake
- Fall 2017                         Chesterfield

**SPRING CONFERENCE**

On February 12, 2016, Lyndon Remias submitted a proposed budget for the 2016 Spring Conference. He indicated that he planned to use a speaker, Mike Jacka, to provide 3 hours of CPE. As such, this would involve speaker and travel expenses. The conservative estimate indicated a potential net loss of \$716, assuming 50 participants with break-even occurring at 66 participants. On, February 17, Lily called for an official email vote to accept the budget. On February 18, she announced that the motion was carried.

Respectfully submitted,

Vaughan Crawley  
Secretary

# Virginia Local Government Auditors Association

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VLGAA Treasurer  
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VA Beach, VA 23456-0038  
phone (757) 263-1280  
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May 13, 2016

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended April 30, 2016 below:

Transaction Summary	
Beginning Balance 4/1/16	\$15,773.21
Receipts	939.42
Disbursements	0.00
Ending balance 4/30/16	\$16,712.63

Bank Account Balances	
Business Performance Savings 4/30/16	\$10,109.75
Essential Business Checking 4/30/16	6,602.88
Ending balance 4/30/16	15,773.21
Reconciling Amount	0.00
Reconciled Balance	\$15,773.21

The activities for the month of April were as follows:

- Membership 15.00
- Conference 924.00
- Interest .42

Please let me know if you have questions or need any additional information.

Respectfully submitted,



Karen Woodson  
VLGAA Treasurer

**Performance of Agreed Upon Procedures**  
**February 23, 2016**

Executive Committee  
Virginia Local Government Auditors Association

***Authority and Scope***

The Bylaws of the Virginia Local Government Auditors Association (VLGAA) Article VI, Section 1 states, "The president shall appoint an audit committee to perform an annual audit of the Association's financial accounts and records. The Annual Audit Report shall be communicated to the Association's membership in the newsletter. "The Audit Committee was appointed by the VLGAA President to audit the VLGAA financial records for the period from January 1, 2015, to December 31, 2015.

***Audit Process***

The responsibilities of the Audit Committee, according to the Operations Manual, were to: audit all Association financial records and prepare an annual report for submission to the Executive Committee; review and test controls over reported income and expense activities; and maintain a file of records and correspondence to pass on to any successor at the close of the Association year.

- The VLGAA books (Database) was reconciled to the year-end bank statement balance and Comparative Financial Report. Additionally, all 12 monthly bank reconciliations and bank statements were reviewed.
- VLGAA conference attendance records and membership records were tied to transactions posted in the VLGAA database and deposits posted to the bank statement. All interest earnings were recorded properly.
- All disbursements per the checkbook register agreed to bank statements and the database accounting records. All checks issued had proper authorization and supporting documentation.

***Opinion***

Based upon the performance of the Agreed Upon Procedures for the Review of VLGAA Financial Activities for the period from January 1, 2015, to December 31, 2015, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2015 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2014 and December 31, 2015 is attached.

As a result of this review, we had one recommendation which is described below:

**Recommendation #1:** We recommend that the following changes be made to the VLGAA Agreed Upon Procedures for the Review of the VLGAA Financial Activities:

- a. Discontinue the performance of the 12 month Proof of Cash procedure. With the limited activity, the review of the bank reconciliations and bank statement activity should give adequate assurance of the propriety of transactions.
- b. Clarify language in Step #2. Add: "Agree 2015 Membership List to dues posted to the VLGAA Database." and "Agree 2015 Spring and Fall Conference attendee list to Conference Fees posted to the VLGAA database."

*Note: The Audit Committee obtained approval of these changes from the VLGAA President via e-mail on February 23, 2016.*

I would like to extend my deepest appreciation to the Treasurer (Karen Woodson) for all of her assistance in obtaining the documentation needed to complete the review and her commendable job in maintaining VLGAA's financial records for CY 2015.



Sharon Pribadi  
2015 Audit Committee

**VLGAA 2014 - 2015**  
**COMPARATIVE SCHEDULE OF DUES, INTEREST AND SEMINAR INCOME (LOSS)**  
**DISBURSEMENTS AND CASH BALANCES FOR CALENDAR YEARS**  
**ENDED DECEMBER 31, 2014 AND DECEMBER 31, 2014**

	2014	2015	Difference
<b>Income</b>			
Dues Received	1,725.00	840.00	885.00
Interest Income	5.05	5.05	-
Seminar Income	11,629.00	8,290.00	3,339.00
Other Income			
	<u>13,359.05</u>	<u>9,135.05</u>	<u>4,224.00</u>
<b>Disbursements</b>			
Seminar Costs	11,838.53	7,418.35	4,420.18
Credit Card Fees		414.55	(414.55)
Award/Gifts	814.29	817.14	(2.85)
State License/CPE Registration	26.00	25.00	1.00
Website Fees		71.88	(71.88)
Postage	19.74		19.74
Bank Fees	510.41	(25.00)	535.41
Board Meals & Travel		166.40	(166.40)
Other Expenses (C-Vent Fees)	634.27	383.21	251.06
	<u>13,843.24</u>	<u>9,271.53</u>	<u>4,571.71</u>
Gain/(Loss)	(484.19)	(136.48)	
VLGAA Database Cash Balance January 1	15,084.37	14,600.18	
VLGAA Database Cash Balance December 31	<u>14,600.18</u>	<u>14,463.70</u>	
2015 Fall Conference Cvent Registrations Posted Jan 2016		(2,366.00)	
2015 Fall Conference Cvent Charges Posted Jan 2016		303.81	
2015 Fall Conference Credit Card Fees Posted Jan 2016		150.73	
Bank Statement Balance December 31	<u>14,600.18</u>	<u>12,552.24</u>	

**Note:** Comparative figures include 2015 Fall Conference Revenue and Expenses posted to VLGAA books in CY 2016.