

**Performance of Agreed Upon Procedures  
March 16, 2017**

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, 2016, to December 31, 2016.

***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, 2016, to December 31, 2016, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2016 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2015 and December 31, 2016 is attached.

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 2016.



Sharon Pribadi  
2016 Audit Committee

**VLGAA 2015 - 2016**  
**COMPARATIVE SCHEDULE OF DUES, INTEREST AND SEMINAR INCOME (LOSS)**  
**DISBURSEMENTS AND CASH BALANCES FOR CALENDAR YEARS**  
**ENDED DECEMBER 31, 2015 AND DECEMBER 31, 2016**

	2015	2016		Difference
<b>Income</b>				
Dues Received	840	1,350	(1)	510
Interest Income	5	5		-
Seminar Income	8,290	11,867	(2)	3,577
Other Income				-
	<u>9,135</u>	<u>13,222</u>		<u>4,087</u>
<b>Disbursements</b>				
Seminar Costs	7,418	11,912		4,493
Credit Card Fees	415	626	(3)	211
Award/Gifts	817	55		(762)
State License/CPE Registration	25	25		-
Website Fees	72	120		48
Postage		13		13
Bank Fees	(25)			25
Board Meals & Travel	166	500		333
Other Expenses (C-Vent Fees)	383	720	(4)	336
	<u>9,272</u>	<u>13,970</u>		<u>4,699</u>
Gain/(Loss)	(136)	(748)		(612)
VLGAA Balance January 1	14,600	14,464		612
VLGAA Balance December 31	<u>14,464</u>	<u>13,715</u>		<u>(401)</u>
2015 Fall Conference Cvent Registrations Posted Jan 2016	(2,366)			
2015 Fall Conference Cvent Charges Posted Jan 2016	304			
2015 Fall Conference Credit Card Fees Posted Jan 2016	151			
2016 Fall Conference Cvent Registrations Posted Jan 2017		(4,072)		
2016 Fall Conference Cvent Charges Posted Jan 2017		235		
2016 Fall Conference Credit Card Fees Posted Jan 2017		362		
2017 Dues Posted Dec 2016		465		
Bank Statement Balance December 31	<u>12,552</u>	<u>10,706</u>		

(1) Figure excludes 2017 Dues Posted in 2016

(2) Figure excludes 2015 Fall Conference Registration Fees Posted in 2016 and includes 2016 Fall Conference Registration Fees Posted in 2017

(3) Figure excludes 2015 Fall Conference Credit Card Fees Posted in 2016 and includes 2016 Fall Conference Credit Card Fees Posted in 2017

(4) Figure excludes 2015 Fall Conference Cvent Fees Posted in 2016 and includes 2016 Fall Conference Cvent Fees Posted in 2017