

Performance of Agreed Upon Procedures

April 18, 2018

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, 2017, to December 31, 2017.

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, 2017, to December 31, 2017, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2017 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2016 and December 31, 2017 is attached.

As a result of this review, we had two recommendations which are described below:

1. For the 2017 Fall Conference, bank fees of \$127.71 were inadvertently charged twice. *Recommendation:* VLGAA should request a refund for the duplicate charge.

Note: The IIA has agreed to and is in the process of issuing the refund amount. This finding has been cleared.

2. The 2017 Spring Conference registration fees (\$2,884.37) collected via credit card could not be reconciled to the list of attendees. This was due to the fact that this was the last event in which VLGAA used Cvent to process credit card charges before we switched to another system, and we no longer had access to go back and print the detailed report. *Recommendation:* The supporting documentation for credit card conference registration receipts should include a detailed report of the individual transactions that make up the lump sum.

Note: The detailed report of individual transactions for 2017 Fall Conference fees collected via credit card was produced with the new system and the Treasurer has stated that this will continue to be produced. This finding has been cleared.

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 excellent job in maintaining VLGAA's financial records for CY 2017.



Sharon Pribadi
2018 Audit Committee