

**Performance of Agreed Upon Procedures
April 3, 2019**

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, 2018, to December 31, 2018.

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.
- The VLGAA is a registered 501(C)(6) not for profit organization. All appropriate documentation was filed with the Internal Revenue Service (IRS) and the State Corporation Commission (SCC) of Virginia.

Opinion

Based upon the performance of the Agreed Upon Procedures for the Review of VLGAA Financial Activities for the period from January 1, 2018, to December 31, 2018, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2018 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2017 and December 31, 2018 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 excellent job in maintaining VLGAA's financial records for CY 2018.

A handwritten signature in cursive script that reads "Sharon Pribadi". The letters are fluid and connected, with a prominent capital 'S' and 'P'.

Sharon Pribadi
2019 Audit Committee

VLGAA 2017 - 2018
COMPARATIVE SCHEDULE OF DUES, INTEREST AND SEMINAR INCOME (LOSS)
DISBURSEMENTS AND CASH BALANCES FOR CALENDAR YEARS
ENDED DECEMBER 31, 2017 AND DECEMBER 31, 2018

	2017	2018	Difference
Income			
Dues Received	1,725	840	(885)
Interest Income	5	5	-
Seminar Income	15,161	13,086	(2,075)
Other Income	-	-	-
	<u>16,891</u>	<u>13,931</u>	<u>(2,960)</u>
Disbursements			
Seminar Costs	7,412	10,672	(3,259)
Credit Card Fees	593	179	414
Award/Gifts	-	55	(55)
State License/CPE Registration	25	25	-
Website Fees	204	144	60
Postage	20	21	(1)
Bank Fees	-	-	-
Board Meals & Travel	456	127	329
Other Expenses (C-Vent Fees)	760	-	760
	<u>9,470</u>	<u>11,222</u>	<u>(1,752)</u>
Gain/(Loss)	7,421	2,709	(4,713)
VLGAA Balance January 1	10,706	18,127	(7,421)
VLGAA Bank Balance December 31	<u>18,127</u>	<u>20,836</u>	<u>2,709</u>

Virginia Local Government Auditors Association

VLGAA Treasurer
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January 23, 2019

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended December 31, 2018 below:

Transaction Summary	
Beginning Balance 12/1/18	\$20,505.24
Receipts	330.42
Disbursements	0.00
Ending balance 12/31/18	\$20,835.66

<i>Bank Account Balances</i>		
Business Performance Savings 12/31/18		\$ 9,822.93
Essential Business Checking 12/31/18		11,012.73
Ending balance 12/31/18		20,835.66
Reconciling Amount		(0.00)
Reconciled Balance		\$20,835.66

The activities for the month of December were as follows:

- Interest .42
- Membership 330.00

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

Respectfully submitted,

Karen Woodson

VLGAA Treasurer

