

Performance of Agreed Upon Procedures
March 25, 2021

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, 2020, to December 31, 2020.

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 payment records were tied to transactions posted in the VLGAA database and deposits/withdrawals posted to the bank statement. Membership rosters were compared to the membership dues posted to the VLGAA database.
- All disbursements per the checkbook register agreed to bank statements and the database accounting records. All checks issued and credit card payments 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, 2020, to December 31, 2020, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2020 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2019 and December 31, 2020 is attached.

I would like to extend my deepest appreciation to VLGAA officers/members with a special recognition of Karen Woodson (Treasurer) for all their assistance in obtaining the documentation needed to complete the review and Karen's excellent job in maintaining VLGAA's financial records for CY 2020.

A handwritten signature in cursive script that reads "Sharon Pribadi". The signature is written in black ink and is positioned above the printed name and title.

Sharon Pribadi
2021 Audit Committee