

Performance of Agreed Upon Procedures
April 26, 2022

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, 2021, to December 31, 2021.

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, 2021, to December 31, 2021, receipts were recorded, disbursements were made, and records were maintained in accordance with stated operational procedures.

The 2021 Comparative Schedule of Dues, Interest, Seminar Income, Disbursements and Cash balances for the calendar year ended December 31, 2020 and December 31, 2021 is attached.

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

VLGAA should consider developing enhanced membership dues reporting. VLGAA should explore the potential for current systems used to collect credit card membership fee payments to generate more detailed reports/inquiries for membership dues paid for specified time periods that include member name, date paid, and transaction amount. These reports should be reconciled to the VLGAA database application on a periodic basis.

I would like to extend my deepest appreciation to VLGAA officers/members for all their assistance in obtaining the documentation needed to complete the review and responding to all inquiries. I would especially like to recognize Karen Woodson (Treasurer). As always, she has done excellent job in maintaining VLGAA's financial records for CY 2021 through the pandemic and system changes.

A handwritten signature in black ink that reads "Sharon Pribadi". The signature is written in a cursive, flowing style.

Sharon Pribadi
2022 Audit Committee