

Virginia Local Government Auditors Association
Minutes of the Business Meeting of the Membership
Chesapeake Conference Center
May 12, 2017, 1:00 p.m.

Lily Hernandez, president, called the meeting to order at 1:08 p.m. and presented the agenda.

Secretary's Report

Vaughan Crawley, secretary, presented the minutes of the Executive Committee meeting on January 27, 2017 and a conference call on April 19, 2017. The minutes were approved as presented.

Treasurer's Report

Karen Woodson, treasurer, presented the treasurer's report (see attached). The ending balance at April 30, 2017 was \$15,246.44. Karen noted that the account activity included some income for the spring conference received as direct payments but no income received online through C-Vent and few conference expenses. It was noted that the date of the ending balance on the report should be 4/30/17 instead of 3/31/17. The treasurer's report was accepted with the noted date correction.

Audit Report

Lily Hernandez presented the audit report for CY 2016 (see attached) on behalf of the Audit Committee Chair, Sharon Pribadi. Lily reviewed the procedures performed and noted that the audit resulted in a clean opinion.

Fall 2017 Conference Update

Greg Akers announced that the fall conference will be hosted by the Chesterfield County. The planned date is Friday, September 29, 2017. It will be held at a Sheraton in Midlothian and one planned speaker is a forensic investigator.

There being no further business, the meeting was adjourned at 1:14 p.m.

Respectfully submitted,

Vaughan Crawley
Secretary

Virginia Local Government Auditors Association

VLGAA Treasurer
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May 11, 2017

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended April 30, 2017 below:

Transaction Summary	
Beginning Balance 04/1/17	\$14,736.03
Receipts	735.41
Disbursements	(225.00)
Ending balance 04/30/17	\$15,246.44

Bank Account Balances	
Business Performance Savings 04/30/17	9,814.32
Essential Business Checking 04/30/17	5,431.71
Ending balance 04/30/17	15,246.44
Reconciling Amount	(0.00)
Reconciled Balance	\$15,246.44

The activities for the month of April were as follows:

- 2017 Spring Conference Registrations 735.00
- 2017 Spring Conference Expenses
 Speaker Gifts/ Door Prizes (225.00)
- Interest .41

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

Respectfully submitted,

Karen Woodson



VLGAA Treasurer

**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
Income				
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>
Disbursements				
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