

July 28, 2020

Members of the Finance Committee,

I have examined financial records including bank reconciliations, bank statements and ledgers for January through June of this year (Non Uniform Pension through May). I have given extra attention to payroll withholdings and subsequent payments to the appropriate government agencies up to yesterday's date.

I have noted no material errors or misstatements within the records for the period above.

I have contracted to work with the City since July 5, 2011. I was City Accountant up until March 20 of this year. I was absent up until June 15 when I began the process of reviewing bank reconciliations and other records as an internal auditor. I was employed by the Arkansas Division of Legislative Audit as a field auditor and Review Supervisor for thirty-four years prior to being contracted with the City. I was a Certified Public Accountant from June 2001 up until the end of last year at which time I chose not to renew my certification.

I have not performed an official review or audit but an *internal* review. This process will be ongoing on a monthly basis along with reviews and tests of internal controls and other procedures deemed necessary. I will strive to provide an extra layer of internal control over financial information. It is my hope that this position will be ongoing.

I welcome suggestions from all members of this committee as well as other council members.

Any findings will be reported to this committee first, specifically through the committee's Chairman. Any potential instances of improprieties will be reported as soon as possible.

Sincerely,

Michael L. Burroughs



City of Jonesboro Internal Auditor