

January 26, 2021

Members of the Finance Committee:

I have examined the financial records for the period July to December 2020 including:

Ledgers (includes Springbrook reports)

Bank Reconciliations

Bank Statements

Deposit Reports and Bank deposits

Receipts

Credit card receipts and credit card company reports

Cancelled Checks

Transfers between accounts

Documentation and approvals for expenditures

Payments for Payroll taxes to Federal and State agencies and other withholdings to pension plans, insurance companies, etc.

I noted no material errors, misstatements, or fraudulent transactions in the aforementioned records.

I reported minor and immaterial errors to the departments and they corrected them timely. These were very few.

I will be working with the Legislative Auditors soon as they prepare the 2020 audit to make the audit a problem free process.

I welcome questions and suggestions from the Committee, other council members, administration, department directors, employees and other citizens of Jonesboro.

Sincerely,

Michael Burroughs

Internal Auditor