

Report to Kearns Community Council – Executive Meeting

On November 17, 2011 I met with the Council Treasurer and reviewed the financial statements and supporting documentation of the Kearns Community Council for the quarter ended September 30, 2011.

The purpose of this review was to determine if the financial reports are accurate, complete and that policies related to expenditures have been followed.

Included in this review were financial statements, bank records, checkbooks, canceled checks, budgets and policies and procedures. The review was completed with the use of a standardized checklist to document and increase the effectiveness of the review. All records necessary to complete the review were prepared in advance and made available to me for the review.

Items noted during the review are: Funds have been dispersed from the appropriate accounts and were within budget; bank accounts have been reconciled; there were no missing checks; financial data and statements are prepared for the year-end review by Salt Lake County; appropriate documentation was attached to all check requests; disbursements have been approved in advance by the Council where required. After completing this review, it is my opinion that the financial reports are accurate, complete and approved policies have been followed.

Riley Astill, Bookkeeper

November 17, 2011

