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Limited Examination of Certain Accounting Procedures Used by the Drew Plantation Town Office, 2013

Maine Office of the State Auditor

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DEPARTMENT OF AUDIT

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Pola A. Buckley, CPA, CISA
State Auditor

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July 12, 2013

James Potter
Carol Zugelder
Brad Copley

To the Drew Plantation Board of Assessors:

We conducted a limited examination of certain accounting procedures used by the Drew Plantation town office. We found several areas in need of improvement, and have listed these areas below along with our recommendations.

- **Condition:** Town meetings have not been held at least annually.
Recommendation: Hold town meetings as often as necessary and at least annually.
- **Condition:** Annual financial reports were not prepared, audited or submitted to the Department of Audit for fiscal years 2011, 2012 and 2013.
Recommendation: Continue your efforts to comply with financial reporting requirements by "catching up" with prior year reports and staying on schedule with current and future reports.
- **Condition:** Lack of segregation of duties, and payment warrants are being processed with only one approving signature.
Recommendation: Preferably all three, but at least two assessors should review and approve warrants prior to making payments against those warrants.
- **Condition:** Controls over bank deposits and check writing are lacking.
Recommendation: Procedures should be established safeguarding bank deposits and checks issued.

- **Condition:** Recordkeeping was incomplete and not well organized. This included missing receipts in support of expenditures, excise and property tax revenue receipts that were not identifiable to specific bank deposits and two property tax receipts that appeared to be a duplicate of the same transaction. Additionally, the documentation for some transactions was not always provided to the bookkeeper in a timely manner.

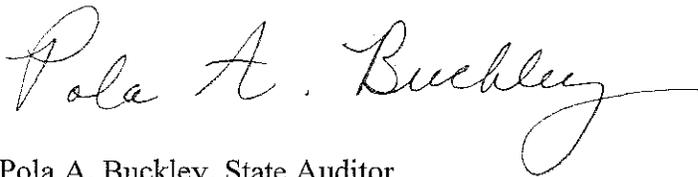
Recommendation: Recordkeeping should be a priority. All town records should be complete and well organized.

- **Condition:** The procurement of goods and services is not conducted under a standardized process.

Recommendation: Purchases should be made utilizing a standardized process that is both transparent and competitive.

I would like to thank the tax assessors of Drew Plantation for their assistance, cooperation and openness during this process and I look forward to positive changes as a result of this audit.

Sincerely,

A handwritten signature in cursive script that reads "Pola A. Buckley". The signature is written in black ink and has a long, sweeping underline that extends to the right.

Pola A. Buckley, State Auditor

CC:

Senator David C. Burns

Representative Beth P. Turner

Hollingsworth and Associates, CPA