

From: Mark Payne <MARK@jmco.com>
Sent: Tuesday, June 19, 2012 3:52 PM
To: Gwendolyn.Pra@RideSVTA.com; Gwen Pra; Gwendolyn.Pra@RideSVTA.com; bill.steele@RideSVTA.com
Subject: Guideness needed
Attachments: Disclaimer of Opinion audit report.docx

Gwen and Bill:

In order for us to complete the audit and express an opinion on the financial statements we need the following items. I have drafted a sample report that shows a disclaimer of an opinion based on lack of documentation which is where we are now. I would not recommend this report as it will bring in the Auditor General and other entities where you get your funding. If you feel that the documentation can not be located, we could issue this report as well as a disclaimer of opinion on compliance as it relates to your Federal and State single audit. Please let me know how you want to proceed. Thanks,

The following is a list of items we have requested and have not been provided and the reasons why:

1. Support for sample of 25 disbursements – Kim has provided copies of the canceled checks. However, vendor invoices cannot be located.
2. Support for subsequent disbursements – Invoices cannot be located for the larger amounts paid to vendors which are mainly Medicaid trip vendor payments.
3. Support for payroll expenses submitted under the UMTA grant (federal major program) – Elishia can only find 2 ½ months of payroll journals so support for most of the sample is not able to be located.
4. Completed reconciliation on Transportation Disadvantaged sample (state major project) from actual miles to miles invoiced – Bill told JMCO this was not worth doing, as it cannot be reconciled.
5. Support for the 2 radio bases (which will be capitalized) but look like they are double-booked in expense right now – Invoices cannot be found.
6. Listing of Medicaid trip vendor payables at year end (Payable Listing) – Kim started to create based on subsequent disbursements and was told to stop working on it by Bill.
7. Support for the insurance payable on the A/P listing – Kim was waiting to ask Bill about this once he provided the insurance policies and payments (See next item)
8. Copies of any insurance policies in effect at year end and payments made on them as of 9/30/2011 – just waiting on.
9. Minutes from meetings held through today – just waiting on Gwen.
10. Need to see some type of approval for the \$5,000 bonus to Mary Katherine.
11. Need support for all of the comp hours paid to Gwen.

Mark Payne, CPA | Partner

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