



**Allentown**  
City without limits.

**Jeff Glazier**  
**Controller**

Jacqueline Moore, CFE, Internal Audit Manager  
Angela Johnson, Administrative Clerical  
610.437.7527 Fax 610.439.5935  
24-Hour Hot Line 610.437.7528

**TO:** Joseph McMahon, Managing Director (Administration)  
Michael Hanlon, City Clerk (City Council)

**CC:** Jessica Baraket, Purchasing Agent  
Luisa Follweiler, Treas & Acct Manager

**FROM:** Jeff Glazier, Controller

**DATE:** June 01, 2020

**SUBJECT:** Bank Reconciliation Review  
For the month ended 03/31/2020

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My office recently conducted a review of Bank Reconciliations for the month ended 03/31/2020. Testing included a review and aging of the reconciling items and the timeliness of the bank reconciliations. Attached is the final report for your records.

1 new issue and 2 issues were revised.

If you have any questions regarding the attached report, please contact me directly.

Bank Reconciliation Review  
For the month ended 03/31/2020