

**CITY OF ALLENTOWN**

**Bank Reconciliation Review  
For the month end date: 03/31/2021**

**Date of Report: June 21, 2021**

**OBJECTIVE**

The objective of the monthly bank reconciliation review is to verify that bank transactions are complete, timely and accurately reported on the City of Allentown's accounting records for financial reporting purposes. It is also to determine whether the bank reconciliation prepared, and their corresponding schedules comply with the requirements of the policies, guidelines, and procedure outlined in the AIMS and to identify any areas for improvement.

**PROCEDURES**

A review of all the bank reconciliations prepared for the period tested including a review of the supporting schedules, outstanding items and their corresponding documentation.

# of bank reconciliations prepared: 27

\$ Amount of the bank reconciliations reviewed for the period: \$94,241,061.38

**AGING OF OUTSTANDING ISSUES**

<b>ISSUE #</b>	<b>ISSUE</b>	<b>MONTH ISSUE FIRST APPEARED ON A BANK RECONCILIATION</b>	<b>MONTHS OUTSTANDING AS OPEN ISSUE ON THE BANK RECONCILIATION AUDIT REPORT</b>	<b>ORIGINAL AUDIT REPORT DATE</b>
1	Unreconciled Difference on the Bank Reconciliation	03/2021	0	06/23/2021
2	Bank Error	01/2021	0	06/23/2021
3	Outstanding Deposits	12/2020	1	05/17/2021
4	Checks Not Voided on ARP	04/2019	16	08/16/2019
5	Checks Not on ARP	08/2020	6	12/18/2020

## **FINDINGS, RECOMMENDATIONS AND ADMINISTRATION'S RESPONSES**

### **NEW ISSUES**

#### **1. Unreconciled Difference on the Bank Reconciliation**

The Payroll bank reconciliation has an unreconciled difference of \$2,441.51. The difference may be due to a special pay that was voided twice.

##### **Recommendation**

Administration should revisit the reconciliation and the difference should continue to be researched and if not reconciled within a reasonable time, the difference should be adjusted on the books.

##### **Administration's Response**

We agree with the recommendation and will attempt to reconcile this item next month.

#### **2. Bank Error**

Per the CD Loan Escrow Account bank reconciliation, the bank erroneously withdrew \$1,032.07 from the bank account.

##### **Recommendation**

Bank Errors should be communicated to the bank on a timely basis to insure they are corrected.

##### **Administration's Response**

CED was in communication with the bank several times. They have made the changes in March.

## **PREVIOUSLY REPORTED ISSUES**

### **Changes to Previously Reported Issues (Last Report Date)**

#### **3. Checks Not on ARP**

For some bank accounts, the outstanding check listings are maintained by the bank. They are referred to as the ARP.

3 check totaling \$2,666.43 were identified on the AP bank reconciliation as not posting to the bank's ARP.

If the errors are not communicated to the bank the ARP will not list the checks as outstanding on the ARP.

#### **Original Issue (Original Report Date 12/18/20)**

For some bank accounts, the outstanding check listings are maintained by the bank. They are referred to as the ARP.

1 check totaling \$341.25 was identified on the AP bank reconciliation as not posting to the bank's ARP.

If the errors are not communicated to the bank the ARP will not list the checks as outstanding on the ARP.

#### **Recommendation**

Bank Errors should be communicated to the bank on a timely basis to insure they are corrected and that the ARP is a valid reflection of outstanding checks.

#### **Administration's Response**

We agree with the recommendation and will put a process in place to correct this.

#### **4. Outstanding Deposits in Transit**

A deposit in transit is money that has been received and sent to the bank but has yet to be processed and posted to the account by the bank. Deposits in transit should be a timing difference and typically clear the bank in a few days.

- The Central Treasury Bank Account has 1 (one) outstanding deposit totaling \$1,894.50 since 12/2020.

### **Original Issue (Original Report Date 08/16/19)**

A deposit in transit is money that has been received and sent to the bank but has yet to be processed and posted to the account by the bank. Deposits in transit should be a timing difference and typically clear the bank in a few days.

- The Payroll Bank Account has 1 (one) outstanding deposit totaling \$10,561.13 since 12/2020.
- The Central Treasury Bank Account has 1 (one) outstanding deposit totaling \$1,894.50 since 12/2020.

### **Recommendation**

Deposits in transit that do not clear the bank within a month should be investigated.

### **Administration's Response**

The Administration agrees.

The Payroll bank account deposit was being investigated with the TD Bank. We had uploaded a file to the TD Bank with an understanding that the process was successful. When we learned there was an issue with the uploaded file, we immediately began the process to resolve the outstanding deposit issue. This has now been resolved.

The Administration agrees.

The Central Treasury Bank Account deposit in the amount of \$1,894.50 was unintentionally not negotiated by TD Bank. We are in the process of requesting replacement payments from the involved parties.

## **5. Checks Not Voided on ARP**

We identified:

- 1 check totaling \$19,836.96 voided on the Pension Payroll Cash Sub and EDEN but not on the ARP.
- 1 check totaling \$3,141.50 voided on the AP Cash Sub and EDEN but not on the ARP.

**Original Issue (Original Report Date 08/16/19)**

We identified 3 checks totaling \$32,657.55 voided on the AP Cash Sub and EDEN but not on the ARP.

**Recommendation**

To provide a proper bank audit trail, voids should be posted on the Bank's ARP on a timely basis.

**Administration's Response**

We agree and will put a process in place to correct this. These have been corrected but won't appear on the ARP until February.