

CITY OF ALLENTOWN

Bank Reconciliation Review For the month end date: 01/31/2025

Date of Report: April 11, 2025

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 City bank reconciliations prepared: 32

\$ Amount of the City bank reconciliations reviewed for the period: \$109,357,763.78

of Non-City Controlled bank reconciliations prepared: 3

\$ Amount of the Non-City Controlled bank reconciliations reviewed for the period: \$1,134,202.96.

AGING OF OUTSTANDING ISSUES

ISSUE #	ISSUE	MONTH ISSUE FIRST APPEARED ON A BANK RECONCILIATION	MONTHS OUTSTANDING AS OPEN ISSUE ON THE BANK RECONCILIATION AUDIT REPORT	ORIGINAL AUDIT REPORT DATE
1	Unreconciled Difference on the Bank Reconciliation	01/2025	0	?
2	Checks Not Voided on ARP	08/2024	2	01/27/2025

FINDINGS, RECOMMENDATIONS AND ADMINISTRATION'S RESPONSES

New Issue

1. Unreconciled Difference on the Bank Reconciliation

The Payroll bank reconciliation has an unreconciled difference of **\$643.31**. It is unknown why there is a difference.

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

This had to do with a void and special pay that we are looking to reconcile on the Feb bank rec.

Previously Reported Issues Unchanged (Last Report Date)

2. Checks Not Voided on ARP

We identified:

- 4 (four) checks totaling **\$7,986.85** 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

These checks were missed in our voided check reconciliation process however as soon as we discovered the error, we submitted a cancellation of these checks with the bank.