

# **CITY OF ALLENTOWN**

## **Bank Reconciliation Review For the month end date: 02/29/2024**

**Date of Report: April 05, 2024**

### **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: 32

\$ Amount of the bank reconciliations reviewed for the period: \$118,623,218.80.

**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	Checks Not Voided on ARP	04/2019	45	08/16/2019
2	Checks Issued Not on ARP	02/2023	70	06/15/2023

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

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

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

We identified:

- 6 (six) checks totaling **\$62,031.03** 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.

#### **2. Checks Issued Not on ARP**

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

- 1 (one) check totaling **\$2,501.98** was identified on the Payroll bank reconciliation as not posting to the bank's ARP.
- 2 (two) checks totaling **\$2,299.01** were identified on the AP bank reconciliation as not posting to the bank's ARP.
- 2 (two) checks totaling **\$88.55** were identified on the Pension Payroll 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**

There was a situation in February where a check run file on 2/24 did not upload correctly to the bank's ARP. Once we realized this error, communication was initiated with the bank to resolve.