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March 30, 2016

Mayor Carol S. Tayama and Vice Mayor Kevin T. Susuico  
Municipality of Agat

Dear Mayor Tayama and Vice Mayor Susuico:

In planning and performing our audit of the financial statement of the Mayors' Council of Guam for the year ended September 30, 2015 (on which we have issued our report dated March 30, 2016), in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the Mayors' Council of Guam's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Mayors' Council of Guam's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Mayors' Council of Guam's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, in connection with our audit, we identified, and included in the attached Appendix I, deficiencies related to the Mayors' Council of Guam's Agat Mayor's Office internal control over financial reporting as of September 30, 2015 that we wish to bring to your attention.

The definition of a deficiency is also set forth in the attached Appendix I.

A description of the responsibility of management for establishing and maintaining internal control over financial reporting and of the objectives of and inherent limitations of internal control over financial reporting, is set forth in the attached Appendix II and should be read in conjunction with this report.

This report is intended solely for the information and use of the Mayors' Council of Guam, management, others within the organization and the Office of Public Accountability – Guam, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is also a matter of public record.

We will be pleased to discuss the attached comments with you and, if desired, to assist you in implementing any of the suggestions.

We wish to thank the staff and management of the Agat Mayor's Office for their cooperation and assistance during the course of this engagement.

Very truly yours,

## SECTION I – DEFICIENCIES

We identified, and have included below, deficiencies involving the Mayors' Council of Guam's Agat Mayor's Office internal control over financial reporting as of September 30, 2015 that we wish to bring to your attention:

### 1. Non-Profit Organization Monitoring

The Agat Mayor's Office has implemented policies and procedures to determine whether non-profit organizations utilizing its facilities are in compliance with Department of Revenue and Taxation filings; however, these policies and procedures have not been reduced to writing.

We recommend that written policies and procedures to monitor non-profit organizations utilizing the Agat Mayor's Office's facilities be prepared.

### 2. Receipts

Of seven receipt transactions examined, we noted the following:

- a. Donations, grants and sponsorships of \$13,400 were not receipted but were deposited.

We recommend that receipts be issued for all collections.

- b. Of \$5,240 of collections from Mango Festival vendors, \$965 was deposited more than ten days from date of receipt.

We recommend timely deposit of collections.

### 3. Senior Center Operations

We noted the following relative to the 10% and 20% Bingo funds of the Senior Citizens Center:

- a. Net receipts of \$926 and \$1,612 were not initially recorded in the monthly and quarterly reports or ledgers of the 10% and 20% Bingo funds, respectively. These matters were adjusted during the audit.

We recommend that cash receipts be regularly reconciled with bank credits.

- b. The log sheet for members' monetary awards of \$17,770 was not signed by members during awards disbursement. We were not able to verify if the amount due each member was received by the intended recipient.

We recommend that the log sheet be signed by the member upon receipt.

## SECTION II – DEFINITIONS

The definition of a deficiency is as follows:

A *deficiency* in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when (a) a properly designed control does not operate as designed, or (b) the person performing the control does not possess the necessary authority or competence to perform the control effectively.

## **MANAGEMENT'S RESPONSIBILITY FOR, AND THE OBJECTIVES AND LIMITATIONS OF, INTERNAL CONTROL OVER FINANCIAL REPORTING**

The following comments concerning management's responsibility for internal control over financial reporting and the objectives and inherent limitations of internal control over financial reporting are adapted from auditing standards generally accepted in the United States of America.

### **Management's Responsibility**

Management is responsible for the overall accuracy of the financial statements and their conformity with accounting principles used to prepare the financial statements. In this regard, management is also responsible for establishing and maintaining effective internal control over financial reporting.

### **Objectives of Internal Control over Financial Reporting**

Internal control over financial reporting is a process affected by those charged with governance, management, and other personnel and designed to provide reasonable assurance about the achievement of the entity's objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Internal control over the safeguarding of assets against unauthorized acquisition, use, or disposition may include controls related to financial reporting and operations objectives. Generally, controls that are relevant to an audit of financial statements are those that pertain to the entity's objective of reliable financial reporting (i.e., the preparation of reliable financial statements that are fairly presented in conformity with accounting principles used to prepare the financial statements).

### **Inherent Limitations of Internal Control over Financial Reporting**

Because of the inherent limitations of internal control over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may not be prevented or detected on a timely basis. Also, projections of any evaluation of the effectiveness of the internal control over financial reporting to future periods are subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.