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December 27, 2017

Honorable Anderson Jibas
Mayor
Kili/Bikini Local Government

Dear Mayor Jibas:

In planning and performing our audit of the financial statement of the Kili/Bikini Local Government (KBLGOV) for the year ended September 30, 2010, (on which we have issued our report dated December 27, 2017), 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 KBLGOV'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 KBLGOV'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. However, in connection with our audit, we identified, and included in the attached Appendix I, deficiencies related to KBLGOV's internal control over financial reporting and other matters for the year ended September 30, 2010 that we wish to bring to your attention.

We have also issued a separate report to you, also dated December 27, 2017, on our consideration of KBLGOV's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreement and other matters.

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

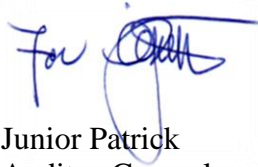
A description of the responsibility of management for establishing and maintaining internal control over financial reporting and of the objectives of and inherent limitations of internal control over financial reporting, is set forth in the attached Appendix II and should be read in conjunction with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

This report is intended solely for the information and use of the Council, Management, others within the organization, and the Office of the Auditor-General and is not intended to be and should not be used by anyone other than these specified parties.

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

We wish to thank the staff and management of KBLGOV for their cooperation and assistance during the course of this audit.

Very truly yours,

A handwritten signature in blue ink, appearing to read "For Patrick", written over a faint circular stamp.

Junior Patrick
Auditor-General

SECTION I – CONTROL DEFICIENCIES

We identified, and have included below, control deficiencies involving KBLGOV's internal control over financial reporting for the year September 30, 2010, that we wish to bring to your attention:

(1) Cash Receipts

During the year ended September 30, 2010, we noted that KBLGOV collected and deposited \$4,648 in local revenues excluding trustee rebates and grants; however, there was no evidence that cash receipts were issued as support for revenues collected. We were informed by the Liaison Officer that cash receipts were not issued as many of the transactions were received through wire transfers.

KBLGOV should establish internal control policies and procedures requiring issuance of official cash receipts to customers when collecting business fees and other revenues as a measure for transparency and accountability.

(2) 177 Quarterly Payments Reports

During our testing of 177 payments, we noted that the 4th quarter distribution report for the year ended September 30, 2010, was not signed by the Mayor to indicate his review.

We recommend that the 177 quarterly payment reports be reviewed and signed by the Mayor to indicate his review.

(3) Council Minutes

During our examination, we noted that the August 1, 17, 2010 meeting minute was not signed by clerk and Mayor.

We recommend that the Clerk ensure that meeting minutes are signed as to their accuracy. It is also recommend that the Mayor also be involved in reviewing and certifying the completeness and accuracy of the minutes.

(4) Inaccurate Financial Statement Reports

During our audit, we noted that numbers provided in the trial balance did not tie to the general ledger. The trial balances provided for our examination were prepared manually and not printed directly from the Quicken Account System.

We recommend that the Executive Committee get involve with periodic review of the financial statements to ensure proper accounts and records are maintained. This review should be evident by signature of those involved.

SECTION I – CONTROL DEFICIENCIES

(5) Stale- Dated Checks

During our examination, we noted stale-dated checks in the amount of \$10,799 for the year ended September, 30, 2010.

We recommend that KBLGOV establish internal control policies and procedures requiring stale-dated checks to be reviewed and reversed after six months if they have not been picked up or cashed.

(6) Cancelled Check

During our examinations, we noted that Bank of Guam cancelled checks were not maintained on file for reference as the bank does not return these checks to customers.

We recommend that KBLGOV establish internal control policies and procedures requiring cancelled checks to be maintained and safeguarded for reference and for audit purposes.

(7) Fixed Assets

The KBLGOV does not maintain a fixed asset register and assets are also not tagged. No inventory of fixed assets was performed during the year ended September 30, 2010.

KBLGOV should establish policies and procedures over the safeguarding of fixed assets from loss, damage or theft.

(8) Standard Accounting Forms

The KBLGOV did not utilize the above accounting forms during the year ended September 30, 2010. We were informed by the Liaison Officer, who is in charge of the accounting and recording of the transactions that in order for a check to be processed, he only needs a signed request letter from the Mayor.

We recommend that KBLGOV establish policies and procedures requiring the use of these standard accounting forms in order to streamline purchases and travel and to ensure that only authorized expenditures approved in the budget are incurred.

(9) Accounting Policies and Procedures Manual

KBLGOV has not establish an accounting policies manual to guide employee in their daily activities.

We recommend that KBLGOV establish an accounting policies manual that would guide employee in handling the daily accounting transactions.

SECTION I – CONTROL DEFICIENCIES

(10) Lack of Supporting Documents for Payments

Supporting invoices and copies of signed checks were generally not maintained on files for the Revenue account as well as the Council Account.

KBLGOV should establish internal control policies and procedures to ensure that disbursements are supported by proper documents.

SECTION II – DEFINITIONS

The definition of a deficiency that is established in AU 325, *Communicating Internal Control Related Matters Identified in an Audit*, is as follows:

A deficiency 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

KBLGOV's management is responsible for the overall accuracy of the financial statement and their conformity with generally accepted accounting principles. 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 generally accepted accounting principles).

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.