



MEMO

TO: Members of City Council – City of Plano, Illinois

FROM: Lauterbach & Amen, LLP.

DATE: December 3, 2020

RE: Extended Walkthrough Procedures

Lauterbach & Amen, LLP. was engaged to conduct the financial statement audit for the City of Plano for the fiscal year-ended April 30, 2020. During the completion of the audit, two members of City Council were randomly selected to complete and return a fraud risk inquiry in accordance with Statement on Auditing Standard No. 99. This inquiry included questions specific to any underlying knowledge of allegations of fraudulent activity. Both responses from members of City Council made mention of ongoing discussions that had been occurring at recent Council meetings surrounding allegations of fraud within the utility billing department.

Lauterbach & Amen, LLP. conducted extended walkthrough procedures of the utility billing function to ensure that the internal control environment could be relied upon, but not for the purpose of expressing an opinion on the internal control environment. These procedures included additional inquiries of all members of the utility billing department and extended walkthroughs of the cash receipt, cash reconciliation, and cash deposit processes.

After completing the extended walkthrough procedures previously mentioned, Lauterbach & Amen, LLP. determined that there were no findings bearing on our ability to finalize the City of Plano's financial statement audit for the fiscal year-ended April 30, 2020.