

Alameda County Flood and Water Conservation District Zone 7 Water Agency

**Presentation to the Finance
Committee
June 13, 2024**



Agenda

Presentation to the Finance Committee



- Scope of Work
- Our Responsibility in accordance with Professional Standards
- Procedures Performed
- Findings

Scope of Work

Presentation to the Finance Committee

- Agreed Upon Procedures
 - Independent Accountants' Report Applying Agreed Upon Procedures
 - Determine compliance with the Agency's policies and procedures relating to purchasing card transactions during the calendar year 2023.

Our Responsibility in Accordance with Professional Standards

Presentation to the Finance Committee

- Performed agreed upon procedures in accordance with attestation standards established by American Institute of Certified Public Accountants.
- We did not conduct an examination or review engagement; therefore, we do not express an opinion on the subject matter of this engagement.
- The Agency has agreed to and acknowledged that the procedures performed are appropriate and sufficient for this purpose.

Procedures Performed

1. Obtained the Agency's Purchasing Card Policies & Procedures Manual ("the Purchasing Card Policy") dated April 12, 2019 and revised on August 12, 2021 and determined if the policy is in place and if it is adequate.
2. Obtained the monthly statements for year ended December 31, 2023 from Home Depot and selected a sample of 20 transactions. (Total 154 transactions)
3. Obtained the monthly statements for year ended December 31, 2023 from Union Bank and US bank and selected a sample of 40 transactions. (Total 318 transactions)
4. Tested samples selected above for the following:
 - a. Purchase in is in compliance with policy
 - b. Purchase is supported by proper supporting documentation
 - c. Purchase is properly approved and authorized
 - d. Validate purchase is within P-Card use versus normal requisition and purchasing procedures
 - e. Purchase is within the limits established by the Purchasing Card Policy and the cardholder agreement.
5. Review of cardholder Purchasing Card Agreement Form to ensure that limits by transaction and day are being followed.

Findings

- No exceptions were noted as a result of our procedures performed.



THE
PUN GROUP
ACCOUNTANTS & ADVISORS

Thank You



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