

DEADWOOD CHAMBER OF COMMERCE AND VISITORS BUREAU

Independent Accountant's Report on
Applying Agreed-upon Procedures

December 31, 2021

Independent Accountant's Report
on Applying Agreed-upon Procedures

Board of Directors
Deadwood Chamber of Commerce and Visitors Bureau
Deadwood, South Dakota

We have performed the procedures enumerated below, which were agreed to by the Board of Directors of the Deadwood Chamber of Commerce and Visitors Bureau, on the internal controls and the bank reconciliations, cash disbursements, cash receipts, and payroll processes of the Deadwood Chamber of Commerce and Visitors Bureau for the fiscal year ended December 31, 2021. The Deadwood Chamber of Commerce and Visitors Bureau is responsible for the internal controls and the cash disbursements, cash receipts, and payroll processes.

The Board of Directors has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of reviewing internal controls and selecting bank reconciliations, cash disbursements, cash receipts, and payroll disbursements for testing. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1. We inquired of Deadwood Chamber of Commerce and Visitors Bureau personnel regarding the internal controls surrounding the bank reconciliations, cash receipts, cash disbursements, and payroll processes.
2. We haphazardly selected two months during the year ended December 31, 2021 and performed the following procedures:
 - a. We traced the ending bank balance on the reconciliation and bank statements to the general ledger.

We noted the cash balance reported on the general ledger and the balance reported on the bank reconciliations differed by approximately \$390 for both months tested.
3. We haphazardly selected 10 deposits made during the year ended December 31, 2021 and performed the following procedures:
 - a. We traced each deposit from the general ledger to supporting documentation, noting agreement of amount and proper account coding.

There were no exceptions found as a result of this procedure.

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- b. We traced each deposit to the bank statement, noting agreement of deposit received in QuickBooks.

There were no exceptions found as a result of this procedure.

- 4. We haphazardly selected 20 disbursements, excluding payroll, occurring during the year ended December 31, 2021 and performed the following procedures:

- a. We traced each cash disbursement from the general ledger to supporting documents (invoice, purchase orders, etc.), noting agreement of the payee and amount.

There were no exceptions found as a result of this procedure.

- b. We traced each cash disbursement to the canceled check or electronic payment listing, noting agreement of payee and amount.

There were no exceptions found as a result of this procedure.

- c. We traced each check to the bank statement, noting agreement of the check disbursement with the bank withdrawal.

There were no exceptions found as a result of this procedure.

- 5. We haphazardly selected one employee from five different pay periods and performed the following procedures:

- a. We traced payroll disbursements to the general ledger to verify proper coding.

There were no exceptions found as a result of this procedure.

- b. We traced the amounts paid to the supporting documents (timecards, approved wages, etc.), noting agreement and approval of amounts.

There were no exceptions found as a result of this procedure.

We were engaged by the Board of Directors to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the internal controls and processes of the Deadwood Chamber of Commerce and Visitors Bureau. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Deadwood Chamber of Commerce and Visitors Bureau and to meet our ethical responsibilities, in accordance with relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Board of Directors of Deadwood Chamber of Commerce and Visitors Bureau and is not intended to be and should not be used by anyone other than those specified parties.



Casey Peterson, LTD

Rapid City, South Dakota

July 26, 2022