

512.00

November 2, 2017

Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203-1700

Attn: Crystal L. Dorsey, CPA
Local Government Audit Manager

Ms. Dorsey:

Please accept our response to your letter dated October 24, 2017 RE: 512.00 regarding the audited financial report of the County of Conejos for the year ended December 31, 2016.

Our corrective action plan which outlines the steps we will take to correct the deficiency noted in your paragraph two are as follows:

1. All expenditures will require an original invoice,
2. The original invoice will be approved by the person initiating the expenditure indicating the invoice is correct as to amount, item purchased, date and program charged.
3. The signed and approved invoice will also be signed by the Program Director indicating compliance with the County's procedure and authorizing payment of the invoice.
4. The signed, approved and authorized invoice will be submitted to the accounts payable department for processing and payment.
5. Upon payment, the invoice and supporting documentation will be filed in the cash disbursements ledger in the month paid.
6. Cash disbursements will be reviewed monthly with the bank reconciliation.

Regarding fund balances you note in paragraph three, we will follow Governmental Accounting Standards Board (GASB) Statement No. 54 and fund balances will be reported as either committed or restricted. This will be discussed with our outside audit firm to assure that we are in agreement.

Thank you for your prompt consideration in this matter.

Sincerely,



Gary Gurule
Conejos County Accountant