

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

**To the Honorable Mayor and Members
of City Council
City of Kennesaw, Georgia**

Ladies and Gentlemen:

We have performed the procedures enumerated below on the City of Kennesaw, Georgia's (the "City") information included in the Asset Forfeiture Report relating to operations of the State Forfeiture Funds accounted for by the Kennesaw Police Department (the "subject matter") as of and for the year ended September 30, 2020. The City's management is responsible for the subject matter.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the subject matter. 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.

Our procedures and associated findings are as follows:

1. We obtained from personnel of the City the following items: 1) the Asset Forfeiture Report for Law Enforcement, Multi-Jurisdictional Task Forces and State Agencies (AFR) for the year ended September 30, 2020; 2) the general ledger for the City for the fiscal year ending September 30, 2020; 3) the bank account statements containing disbursements of the State Forfeiture Funds maintained by the Kennesaw Police Department for the fiscal year ending September 30, 2020; 4) all supporting invoices for all disbursements made from the bank accounts identified in item #3 above for the year ended September 30, 2020; 5) a listing of the types of expenditures permitted of the State Forfeiture Funds, obtained from the Official Code of Georgia Annotated (O.C.G.A.) § 9-16-19; and 6) a listing of individuals authorized to approve invoices for State Forfeiture Funds purchases. Using the items obtained above, we performed the following procedures for the fiscal year ended September 30, 2020:
 - a. We compared the amounts reported as revenues and expenditures in the AFR for the fiscal year ended September 30, 2020 to the revenues and expenditures related to the state forfeiture funds in the City's general ledger for the fiscal year ended September 30, 2020. See Attachment A for a detail of differences noted.

- b. We inspected the date the AFR was submitted to determine whether the AFR was submitted by the required deadline of January 31, 2021. The AFR we inspected was not signed and dated. However, the City provided documentation showing the AFR was reviewed by the Chief of Police prior to the date the AFR was required to be submitted. The City also provided documentation showing the AFR was submitted to and received by the Prosecuting Attorneys' Council of Georgia prior to the deadline of January 31, 2021.
 - c. We inspected the supporting invoices obtained from the City, for all disbursements identified in the bank statements obtained, to determine if the invoices had documented approval from one of the individuals included in the list of individuals authorized to approve invoices for State Forfeiture Funds purchases obtained from the City. No exceptions were identified.
 - d. We inspected the supporting invoices obtained from the City and compared those expenditures to the list of permitted expenditures obtained from the O.C.G.A § 9-16-19. No exceptions were identified.
2. We obtained from the City the following items: 1) a listing of all wire transfers initiated from the State Forfeiture Funds bank accounts to the City's operating account, and 2) a schedule which summarizes the purpose for all disbursements associated with each of the wire transfers included in the listing. We performed the following procedures for the fiscal year ended September 30, 2020:
- a. We compared each disbursement to the allowable expenditures listing obtained in Step #1 above. No exceptions were identified.
 - b. We agreed the listing of wire transfers to the schedule which summarizes the purpose for all disbursements associated with each of the wire transfers. No exceptions were identified.

We were engaged by the City 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 engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the subject matter. 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 City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City of Kennesaw, Georgia, and is not intended to be and should not be used by anyone other than those specified parties.

Mauldin & Jenkins, LLC

Atlanta, Georgia
March 12, 2021

**CITY OF KENNESAW, GEORGIA
 AGREED-UPON PROCEDURES
 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020
 ATTACHMENT A**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
9/30/2020	Cash confiscation revenue adjustment	\$ 13,604.74	This revenue was accrued and recorded in the City's general ledger for the fiscal year ending September 30, 2020 but was not included in the ESACR for the fiscal year ending September 30, 2020. Of this total, \$13,327.42 had initially been recorded as an intergovernmental payable instead of revenue in the City's general ledger and was reclassified to revenue. The remaining \$277.32 of the revenue was recognized in the general ledger in order to reconcile the subsidiary ledger to the general ledger. Because the total amount recorded did not represent actual cash collected during fiscal year 2020, the amount was not included in the report.
9/30/2020	Fiscal year 2020 cash on hand	41,695.74	Per review of the City's general ledger, we noted that cash on hand of \$41,695.74 as of September 30, 2020. However, cash on hand was listed as \$62,818.43 on the ESACR for the fiscal year ending September 30, 2020. The City had inadvertently used the cash on hand balance as of September 30, 2019 for the fiscal year 2020 ESACR.