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Delaware State Auditor



**BANK RECONCILIATIONS  
AGREED-UPON  
PROCEDURES**



**What Was Performed?** The Auditor of Accounts (OAOA) performed an Agreed-Upon Procedures engagement on bank reconciliations prepared by Office of the State Treasurer (OST) for the Quarter Ended September 30, 2020.

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**Why This Engagement?** The Auditor of Accounts is mandated to arrange this engagement in accordance with 29 Del. C. §2906(b) to determine that the books and records maintained by the office of the Secretary of Finance are kept in accordance with generally accepted accounting principles and are reconciled with the various bank accounts. The Office of Auditor of Accounts reviewed the bank reconciliation produced by the Office of the State Treasurer to ensure the reconciliations are accurately stated.

**Agreed-Upon Procedures:** The OAOA performed specific procedures agreed to be appropriate for the purpose of representing those records maintained by the office of the Secretary of Finance are kept in accordance with generally accepted accounting principles and are reconciled with the various bank accounts.

**What Was Found?** The General Fund/Special Fund cash balance of \$3,854.2 million noted in the Department of Finance's monthly Financial Report, as of September 30, 2020, did not agree to the cash total of \$3,850.3 million recorded in First State Financials for a difference of \$3.9 million. This difference was reported to OST for follow up.

The Agreed Upon Procedures report on the OST bank reconciliations for quarter ended September 30, 2020, can be found on our website: [click here](#).

For any questions regarding the attached report, please contact State Auditor Kathleen K. McGuinness at [Kathleen.Mcguinness@delaware.gov](mailto:Kathleen.Mcguinness@delaware.gov)

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Abbreviations:

**OAOA**            Office of Auditor of Accounts  
**FSF**             First State Financials

***The mission of the Delaware Office of Auditor of Accounts***

The Delaware State Auditor serves Delawareans by providing independent objective oversight of the state government's use of taxpayer dollars with the goal of deterring fraud, waste and abuse through unbiased assessments, including the use of various audits, special reports, and investigations of financial operations designed to ensure statutory compliance while enhancing governmental economy, efficiency and effectiveness.

For further information on this release please contact:

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**State of Delaware**  
**Office of Auditor of Accounts**  
**Kathleen K. McGuinness, CFE, RPh**  
**State Auditor**

**Independent Accountants' Report  
on Applying Agreed-Upon Procedures**

The Honorable Colleen C. Davis  
State Treasurer  
Office of the State Treasurer  
820 Silver Lake Boulevard, Suite 100  
Dover, Delaware 19904

We have performed the procedures enumerated below on the State of Delaware September 30, 2020 bank reconciliations prepared by the Office of the State Treasurer. The Office of the State Treasurer is responsible for the preparation of the State of Delaware September 30, 2020 bank reconciliations.

The Office of the State Treasurer has agreed to and acknowledged that the procedures performed are appropriate and meet the intended purpose of Title 29 of the Delaware Code, Chapter 29 Section 2906(b). This report may not be suitable for any other purposes. 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:

**Procedure 1:** Compare the list of accounts generated from the First State Financials (FSF) *Activity by Balance Sheet Account* (DGL046) to the bank accounts reconciled by the Office of the State Treasurer and accounts included as part of the September 30, 2020 cash balance in FSF cash accounts. Report any discrepancies.

**Results:** OAOA compared the list of accounts generated from First State Financials (FSF) *Activity by Balance Sheet Account* report to the bank accounts reconciled by the Office of the State Treasurer as of September 30, 2020. No discrepancies were noted.

**Procedure 2:** For the bank accounts reconciled by the Office of the State Treasurer, inspect the following:

- a. The September 30, 2020 bank reconciliations prepared by the Office of the State Treasurer;

**401 FEDERAL STREET ● TOWNSEND BUILDING ● 3<sup>rd</sup> Floor ● DOVER, DE 19901**

**Main Office: 302-739-4241**

- b. The general ledger for the quarter ended September 30, 2020 from the Office of the State Treasurer; and
- c. Compare each bank balance to bank statements and agree each book balance to the FSF summary trial balance report.

**Results:** OAOA obtained the September 30, 2020 bank reconciliations and general ledger for the quarter ended September 30, 2020 from the Office of the State Treasurer. OAOA agreed the bank balances on the September 30, 2020 bank reconciliations to the bank statements without exception. OAOA agreed each book balance on the September 30, 2020 bank reconciliation to the FSF summary trial balance report without exception.

**Procedure 3:** Perform the following procedures:

- a. For the September 30, 2020 quarter reconciliation, inquire about the significant reconciling items older than 30 days and greater than 0.0015 times the total amount of the general ledger, including the subsequent clearing of these reconciling items in the following months, when applicable;

**Results:** OAOA inquired regarding the reconciling items older than 30 days and over 0.0015 times the total amount of the general ledger (\$5,775,482). The Office of the State Treasurer provided supporting documentation that the reconciling items older than 30 days and over the 0.0015 threshold cleared in the subsequent period or were otherwise adequately supported.

- b. Mathematically check the bank reconciliations;

**Results:** OAOA mathematically checked the bank reconciliations without exception.

- c. Compare the cash balance per book listed in the reconciliation to the respective general ledger account balance and report the reconciliation.

**Results:** The following chart compares the cash balances in the reconciliation to the respective general ledger balances as of September 30, 2020 (rounded to nearest dollar):

Bank	Number of Accounts	Bank Balance	Net Outstanding Items	Reconciled Balance	General Ledger Balance
Citizens	1	\$ 522,578	\$ 207,246	\$ 315,331	\$ 315,331
Fidelity Investments	5	\$ 52,327,703	\$ 1,954	\$ 52,325,749	\$ 52,325,749
JPMorgan Chase	9	\$ 72,928,619	\$ 7,842,984	\$ 65,085,635	\$ 65,085,635
US Bank	1	\$ 1,129,696	\$ -	\$ 1,129,696	\$ 1,129,696
BNY Mellon	2	\$ 170,115,486	\$ 15,345,780	\$ 154,769,705	\$ 154,769,705
Northern Trust	14	\$ 3,663,407,910	\$ 1,332,994	\$ 3,662,074,917	\$ 3,662,074,917
PNC Bank	16	\$ 6,575,759	\$ 99,784,276	\$ (93,208,517)	\$ (93,208,517)
Bank of America	1	\$ 584,493	\$ (7,244,417)	\$ 7,828,910	\$ 7,828,910
<b>Total</b>	<b>49</b>	<b>\$ 3,967,592,243</b>	<b>\$ 117,270,817</b>	<b>\$ 3,850,321,427</b>	<b>\$ 3,850,321,427</b>

- d. Agree the September 30, 2020 cash balance to the Department of Finance's monthly Financial Report submitted to the Governor by the Secretary of Finance;

**Results:** As of September 30, 2020, the State of Delaware's General Ledger reported a total cash balance of \$3,850.3 million. The Department of Finance's September 30, 2020 Financial Report reported a total cash balance of \$3,854.2 million. OAOA found a difference of \$3.9 million between the September 30, 2020 State of Delaware's General Ledger and the Department of Finance's September 30, 2020 Financial Report.

- e. Inquire about the Office of the State Treasurer's bank reconciliation policies and procedures to determine if these policies and procedures were applied when the Office of State Treasurer performed its quarterly reconciliation; report any departures from those policies and procedures; and

**Results:** OAOA inquired about the Office of the State Treasurer's bank reconciliations policies and procedures. The Office of the State Treasurer indicated the policies and procedures have remained unchanged from the previous year.

- f. Inquire about the Wire Transfer Log for each quarter, and perform the following:

- a. Agree the transfer activity selected to the appropriate posting in the accounts on the *Activity by Balance Sheet Account* (DGL046). Report any discrepancies.

**Results:** OAOA agreed selected transfer activity to the appropriate posting in the accounts on the *Activity by Balance Sheet Account* without exception for the month ended September 30, 2020.

- b. Haphazardly<sup>1</sup> select five significant transfers (greater than 0.0015 times the total amount of the general ledger) from each quarter. Agree the transfer information to the applicable bank statements. Identify any transfer that did not occur within one business day.

**Results:** OAOA agreed transfer information for a haphazardly selected sample of ten significant transfers to the applicable bank statement without exception. The ten significant transfers selected by OAOA occurred within one business day.

- c. Agree the monthly posting of the zero balance and concentration account activity to the *Activity by Balance Sheet Account* (DGL046). Report any discrepancies.

**Results:** OAOA agreed the posting of the zero balance and concentration account activity to the *Activity by Balance Sheet Account* (DGL046) without exception for the quarter ended September 30, 2020.

- d. Haphazardly select five significant transfers (greater than 0.0015 times the total amount of the general ledger) per quarter from the zero-balance bank accounts and agree the net activity to the corresponding clearing in the concentration bank account.

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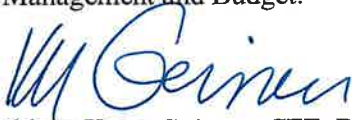
<sup>1</sup> Haphazard sampling is a sampling method in which the auditor does not intend to employ a systematic approach to select a sample.

**Results:** OAOA haphazardly selected a sample of five significant transfers and agreed the net activity between the zero-balance bank account, concentration bank accounts, and the General Ledger.

We were engaged by the Office of the State Treasurer 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 and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 State of Delaware September 30, 2020 bank reconciliations. 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 Office of the State Treasurer 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 State of Delaware Office of the Auditor of Accounts, the Office of the State Treasurer and the Department of Finance, and is not intended to be and should not be used by anyone other than the specified parties; However, under 29 Del.C. §10002, this report is public record, and its distribution is not limited. This report, as required by statute, was provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General and Office of Management and Budget.



Kathleen K. McGuinness, CFE, RPh  
State Auditor

Dover, Delaware  
April 14, 2022