



FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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MANAGEMENT LETTER

Mayor and Members of Governing Body
City of Margate

We have completed our audit procedures for the calendar year 2017 and again want to express to the Governing Body that we received complete cooperation and assistance from all the City employees. While performing our procedures, we did identify some areas that we would like to bring to your attention for corrective action or to improve your controls.

During our examination of vouchers through our voucher testing, the following was noted:

- Several items and/or services were ordered and received prior to a purchase order being issued.
- We were unable to trace approval of payment to the approved bill list for one item tested.
- One bill was underpaid in the amount of \$203.11 and still was outstanding as of year-end.
- Two invoices were charged to the 2016 when items or services were rendered in 2017.

We recommend that the City examine the procedures currently in place to ensure that purchases are handled properly.

During our tax testing, we found that adjustments and cancellations, for small balances under \$10.00, were being made to accounts without being approved through resolution. Normally the City does one Resolution annually authorizing the Tax Collector to make these adjustments and cancellations, the Resolution was not completed in 2017, the Resolution was approved for 2018. We recommend that resolutions be obtained prior to adjusting and/or cancelling tax accounts.

We are always available to assist you in implementing any of our suggestions, or to respond to any questions you may have. Please feel free to call on us throughout the year. We appreciate the obvious concern and effort put forth by all City employees.

FORD, SCOTT, & ASSOCIATES, L.L.C.
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Leon P. Costello

Leon P. Costello
Certified Public Accountant
Registered Municipal Accountant
No. 393

June 15, 2018