

June 26, 2000

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We have reviewed the Accountant's Comments for the year ended June 30, 1999 and herein submit our comments:

#### **A. Accountant's Comments**

##### **1. Fixed Assets**

Management agrees with the deficiencies in the fixed assets closing package. As stated in the report, we reconstructed our fixed assets by inventorying our assets, which resulted in unexplained differences. We have good balances to begin FY2000 and have continued to work off of these balances during FY2000. We obtained guidance and assistance from the Comptroller General's Office on how to best complete this GAAP Package with the "unexplained differences". We believe at this time our fixed assets balances are in very good shape and are very well documented. We continue to understand that detail records need to be provided to support the balances that we have in the fixed asset accounts and we will continue to implement this recommendation.

##### **2. Other Closing Packages**

Management agrees and will meet all deadlines as established by the Comptroller General's Office. We will read, understand and adhere to the GAAP manual more carefully for the FY2000 GAAP Packages. Management will also carefully review all GAAP packages and complete each checklist.

##### **3. Payroll and Personnel**

Management agrees and will ensure that appropriate documentation and appropriate authorizations are received on voluntary deductions and withholding forms.

##### **4. Receipts**

Management agrees and understands what is required for cash receipts management. We will ensure all documentation is attached to the cash receipts and we will also ensure that the deposits are made in a timely manner. (Our current method for documentation for cash receipts matches your recommendations.)