



250 Georgia Avenue, SE
Suite 350
Atlanta GA 30312
404.586.0740

June 17, 2019

Blad & Associates, PC
Certified Public Accountants
1832 Independence Square, Suite A
Dunwoody, Georgia 30338

Re: 2018 Audit Deficiencies in Internal Control

Dear Mr. Blad:

Georgia Advancing Communities Together, Inc. (GA ACT) has received the draft of the 2018 audit. We would like to respond to the deficiencies listed in Management Letter regarding Internal Control:

1. Due to Georgia ACT's limited staff, one principal officer (Secretary, Treasurer, or Chair) reviews and approves all outgoing payments before the external CPA processes checks. A copy of the approval email is printed and filed with the check requests (expenses). Receipts are deposited within 24 hours of receipt with copies made and filed of the checks, carbon copy deposit slips, and original deposit receipt from the financial institution. Additionally, all receipts and deposits are forwarded to an external CPA who completes the financial reports. Georgia ACT's Board of Directors review and approve all financial statements (Profit & Loss, Balance Sheet, Statement of Cash Flows, etc.). Georgia ACT acknowledges our awareness of this condition and accept responsibility for all transactions, accounting records, and financial statements.
2. Georgia ACT acknowledges the 2018 outstanding receivables in less than one year of \$42,500. Georgia ACT will send a list of any pledged/awarded, but unpaid, contributions to the external CPA to ensure that the transactions are recorded in the proper fiscal year.
3. Georgia ACT uses a "Payment Request Form" that itemizes the proper account (from Georgia ACT's Chart of Accounts) and the source (i.e. General Operating or Grant Restricted) for each payment. Georgia ACT will review all checks semi-monthly to ensure that the external CPA classifies expenses to the appropriate donor account.

Please contact me if you need any further information at 404-586-0740 or bhayesbrown@georgiaact.org.

Sincerely,

Bambie Hayes-Brown
President & Chief Executive Officer

Mission: To build and support a statewide network of *thriving* member organizations and *trained* professionals engaged in housing and community development serving families with limited housing choices.