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August 20, 2020

To the Board Members of  
The Whitewater-Rice Lakes Management District:

As required under the Charter of the Whitewater-Rice Lakes Management District, I have been asked to review the books and records of the District for the year ended December 31, 2019. Given the limited segregation of duties inherent in the management of the books and records of a volunteer organization, certain year-end review procedures should be performed to provide reasonable assurance to the board that:

- Procedures are in place to prevent internal fraud and collusion
- cash assets are properly safeguarded against loss and theft
- disbursements and receipts are appropriate and authorized
- all financial transactions are accurately reported on the financial statements

As part of my review of the financial records, I have performed the following procedures:

- I have reviewed the opening balances as of 01/01/2019 as shown on the bank reconciliations and the accompanying beginning balances of the financial statements
- I have reviewed the 2019 Capital Reserve bank statements and verified the net transfers in and out of the Capital Account to be as shown on the 2019 Capital Reserve Fund Activity report prepared by the Treasurer
- I have reviewed the cash receipts per the bank statements and verified them to copies of the deposit slips and any provided copies of checks that were deposited.
- I have reviewed the Operating bank statements for **ALL** months in 2019 and verified the **amount** in the check register agrees with the amount as shown on the check presented to the bank for payment, and the **payee** in the check register agrees with the payee as shown on the check presented to the bank for payment, and noted any discrepancies for correction.
- I reviewed a sampling of the supporting documentation, including invoices, statements or letter requests provided for disbursements. The sample included reviewing a random selection during the months of January through May, all invoices for June through December, all as well as **ALL** disbursements during the year for any amounts over \$1000 regardless of the month issued, and **ALL** expenses for reimbursement to Board Members.
- I reviewed the collection of receipts to the operating account and capital account and verified the amounts of deposits made by the taxing jurisdictions of Richmond Township, Whitewater Township and Walworth County were equal to the amount approved by the Board and submitted to the jurisdictions for collection from the taxpayers, in the amount of **\$266,415**. In addition, cash receipts included \$3,063 from sources other than tax revenue, such as boat launch revenue.
- I reviewed the minutes from the Board meetings for approval of the disbursements from January through November. All disbursements for the year were approved by the Board and documented in the minutes or noted.
- I have reviewed the summary of the receipts and disbursements to the financial statements as presented to the Board
- I have reviewed the ending bank balances and reconciliations to the bank statements as prepared by the Treasurer

- I reviewed all invoices over \$1000 for duplicate board member authorization. All invoices included dual authorizations or were authorized under separate letter or contract or independently verified by contacting a board member. Secondary methods, such as dual check signatures also serve to substantiate the expenditures.
- A sampling of **9** invoices containing initialed authorizations were sent to various Board members to substantiate their initials or signatures as being true and accurate. No irregularities were reported, and all authorizations were confirmed

For informational purposes, a review of the disbursements indicates that the top 3 vendors for 2019 were 1) Clean **Lakes** (\$100,591), for lake treatment services, 2) **JNT** Group (\$96,896) and 3) **Aquarius Systems** (\$21,270). This accounted for approximately 87% of disbursements made in 2019, similar to the 85% in 2018. In addition, capital expenditures were \$8,361 for refurbishment.

Review of year-end asset statements were further reviewed by Natalie Cappetta, Attorney and a resident family of the Management District.

Other than my review of the documentation submitted by the vendors for payment and the monthly approval of the Board, and the corresponding payment documentation processed through the bank, it is **not** my role to verify the accuracy, appropriateness, authenticity, or reasonableness of any invoices submitted, or to question the approval by any individual Board Committee Member of any expenses. The approval of expenses is the responsibility of the appropriate officers and members of the Board. As always, disbursements made to vendors **should be reviewed by the Board to determine reasonableness** in regard to labor and material charges, particularly in view of the fact that a significant portion of the annual budget expenditures are made to a concentration of vendors for labor incurred in the servicing and maintenance of Whitewater and Rice Lakes. Procedures should continue or further be put in place to the satisfaction of the Board that invoiced labor hours are accurate.

Based on my review, I believe the financial statements as presented to the Board and the Whitewater-Rice Lakes Management District members accurately reflect the results of operations during the year 2019.

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