López-Vega, CPA, PSC
Certified Public Accountants / Management Advisors

Member of:
- American Institute of Certified Public Accountants
- Puerto Rico Society of Certified Public Accountants

March 20, 2020

To the Honorable Mayor
and the Municipal Legislature
Municipality of Yauco
Yauco, Puerto Rico

In connection with our audit of the basic financial statements of the **Municipality of Yauco** as of and for the year ended June 30, 2019, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control structure.

Also, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatements, we performed test over the **Municipality of Yauco's** compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our audit of the financial statements was not to provide an opinion or overall compliance with such provisions.

As a result of our evaluation, we noted certain areas where financial matters should be considered, procedures improved and administrative controls strengthened. This memorandum summarizes our comments and suggestions. These comments are not significant enough to be considered significant deficiencies as defined by AU Section 325 "Communicating Internal Control Related Matters Identified in an Audit". A separate report dated March 20, 2020 contains our report on significant deficiencies in the Municipality's internal control structure, and separate report dated March 20, 2020 contain our report on compliance with laws, regulations, contracts, and grants based on an audit of the financial statements. This letter does not affect our report dated March 20, 2020 on the financial statements as of and for the year ended June 30, 2019.

We will hope to provide our services you in the next fiscal year audit. Thank you for your trust in our Firm.

Cordially,

Angel Alfredo López Vega, CPA
President
López-Vega, CPA, PSC

Calle Paraná #1686, El Cerezal, San Juan, P.R. 00926-3144 – Tel. (787) 777-8044 / Fax (787) 764-9377

I. Financial Matters

A. Expenditures for Goods and Services and Accounts Payable – Purchasing and Receiving

During our examination of the Municipality's procedures related to the purchasing and receiving process, we examined twenty-seven (27) disbursement vouchers of General Fund, eight (8) disbursement vouchers of FEMAMARIA, and twenty-six (26) disbursement vouchers of Special Revenue Fund (other) for a total of fifty-five (60) vouchers. The following will summarize the internal control exceptions noted:

Deviation	Cases
The disbursement voucher is not struck as 'paid'	28
The disbursement doesn't have the requisition order.	2

Recommendation:

We recommend that the Municipality should improve its internal control and procedures in order to assure that disbursement vouchers contain all supporting documents before making the payment and disbursement process is followed as established by law.

B. Payroll and Related Liabilities – Personnel, Employment and Rate Authorizations

During our examination of the Municipality's procedures related to the payroll and related liabilities process, we examined twenty-five (25) employee's files. The following will summarize the internal control exceptions noted:

Deviation	Cases
The vacation balance on the employee's attendance card does not match the vacation balance provided by the customer.	5
The employee's file was not delivered.	1
The I-9 form was unsigned and incomplete.	3

Recommendation:

We recommend that the Municipality reviews the personnel's files to assure completeness of the required documentation. Another suggestion is that they should also be more organized when it comes to accommodating records and documentation, such as the payroll sheets and the cumulative employee cards. Also, we recommend that the Human Resources Department should review the License Record Detail to correct any discrepancy.

C. Cash Receipts

During our examination of the Municipality's procedures related to the cash receipts process, we examined forty (40) receipts files, revealed the following:

Deviation	Cases
The collection was not deposited in the bank account assigned for that purpose.	1

Recommendation:

We recommend that the Municipality implement internal controls and ensure that they have all documentation up to date, in order to hand over the correct documents when needed.

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March 20, 2020

To the Honorable Mayor
and the Municipal Legislature
Municipality of Yauco
Yauco, Puerto Rico

In connection with our audit of compliance of the **Municipality of Yauco's** with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement in Accordance with the Uniform Guidance* applicable to each major federal programs for the year ended June 30, 2019 as identified in the summary of auditors' results section of the schedule of findings and questioned costs, we considered the **Municipality of Yauco's** internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with (*OMB*) Uniform Guidance.

As a result of our evaluation, we noted certain immaterial matters involving the internal control over compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement in Accordance with the Uniform Guidance* applicable to each major federal programs for the year ended June 30, 2019, as identified in the summary of auditors' results section of the schedule of findings and questioned costs, where procedures should be improved and administrative controls strengthened. This letter summarizes our comments and suggestions. These comments are not significant enough to be considered significant deficiencies as defined by AU Section 801 *"Compliance Audit*". A separate report dated March 20, 2020 contains our report on compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement in Accordance with the Uniform Guidance,* and our report on internal control over such compliance requirements. This letter does not affect our report dated March 20, 2020 on the financial statements as of and for the year ended June 30, 2019.

We will hope to provide our services you in the next fiscal year audit. Thank you for your trust in our Firm.

Cordially,

Angel Alfredo López Vega, CPA
President
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II. Compliance Matters

A. Allowable Activities – Eligibility

We performed an eligibility requirement for the Section 8 Voucher Program (14.871). The following will summarize the internal control exception noted:

CFDA No.	Deviation	Cases
14.871	The Privacy Act Notice was not signed.	1

Recommendation:

We recommend the Municipality improves its internal control methods and procedures in order to ensure that the supporting documents are completed.

B. Special Test and Provisions – Waiting List

We performed a Special test and provisions requirement for the Section 8 Voucher Program (14.871). The following will summarize the internal control exception noted:

CFDA No.	Deviation	Cases
14.871	The administrative plan reports that the 2007 waiting list is being used. The 2012 waiting list is being used.	N/A
14.871	The waiting list does not contain racial or ethnic designation of the head of household.	N/A

Recommendation:

We recommend that management strengthen its internal controls to ensure that the administrative plan be updated.