



AGREED UPON PROCEDURES • FISCAL YEAR 2021

# Jekyll Island Authority Agreed Upon Procedures

## Jekyll Island, Georgia

Including Independent Accountant's Report

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**DOAA**

Georgia Department  
of Audits & Accounts



June 6, 2022

## **INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES**

Members of the Board of the Jekyll Island Authority  
Mr. C. Jones Hooks, Executive Director

We have performed the procedures enumerated below, which were agreed to by management of the Jekyll Island Authority (Authority), solely to assist you in evaluating certain financial information of the Authority. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are:

1. Inspect the following balance sheet items reported on the trial balance, as applicable: cash, capital assets, accounts receivable, accounts payable, deferred revenues, lease obligations, and net position. Confirm that these items have adequate supporting documentation and are properly reconciled to the Authority's general ledger.

*Of the nineteen (19) accounts that were selected for review from the balance sheet categories tested, all had adequate supporting documentation and the accounts were properly reconciled to the Authority's general ledger.*

2. Inspect employee compensation records to ensure the following: a.) the five (5) highest paid employees have approved documentation to support the salary amount paid during fiscal year 2021; b.) all individual salary increases between the prior and current fiscal years that are greater than 10% are supported with approved documentation of the increase.

*Of the five (5) highest paid employees, all had approved documentation to support the salary amount paid during the fiscal year. Of the thirty-six (36) employees with salary increases greater than 10% between the prior and current fiscal year, all were supported with approved documentation for the salary increase.*

3. Select the fifteen (15) highest individually significant vendor payments expensed during fiscal year 2021 at the Authority and ensure that a.) the expense was properly recorded on the accounting records; b.) the total amounts paid to the vendor were appropriate; and c.) sufficient supporting documentation was available.

*All fifteen (15) of the highest individually significant vendor payments that were expensed during the fiscal year were properly recorded, the amounts that were paid to the vendors were appropriate, and the payments were verified to supporting documentation.*

4. Scan the vendor payments expensed during fiscal year 2021 at the Authority for unusual vendors and test a sample of the unusual vendor payments and ensure that a.) the expense was properly recorded in the accounting records; b.) the total amounts paid to the vendor were appropriate; and c.) sufficient supporting documentation was available.

*All thirty (30) of the selected unusual vendor payments that were expensed during the fiscal year were properly recorded, the amounts that were paid to the vendors were appropriate, and the payments were verified to supporting documentation.*

5. Select thirty (30) vendor payments expensed during fiscal year 2021 at the Authority at random and ensure that a.) the expense was properly recorded on the accounting records; b.) the total amounts paid to the vendor were appropriate; and c.) sufficient supporting documentation was available.

*All thirty (30) of the selected vendor payments that were expensed during the fiscal year were properly recorded, the amounts that were paid to the vendors were appropriate, and the payments were verified to supporting documentation.*

6. Select thirty (30) journal entries recorded during fiscal year 2021 at the Authority at random and ensure that a.) the journal entry was properly documented; and b.) the journal entry had proper approval.

*All thirty (30) of the selected journal entries recorded during the fiscal year were properly documented. Twenty-nine (29) of the journal entries had proper approval. One (1) of the journal entries did not have proper approval.*

7. Inspect the listing of salaries and travel reported to the Department of Audits in accordance with the O.C.G.A. § 50-6-27 and compare to amounts recorded in the Authority's accounting records.

*The salaries and travel reported to the Department of Audits is in accordance with O.C.G.A. § 50-6-27 and agreed to the amounts recorded in the Authority's accounting records.*

8. Obtain the trial balance the Authority submitted for inclusion in the State's Annual Comprehensive Financial Report and Single Audit and confirm that the financial information presented in these worksheets agrees to the Authority's accounting records.

*The trial balance submitted by the Authority for inclusion in the State's Annual Comprehensive Financial Report and Single Audit agreed to the Authority's accounting records.*

9. Inspect the capital asset records to ensure that a.) subsidiary ledgers are appropriately reconciled to the ledgers; b.) capitalization thresholds are being properly followed.

*The capital asset subsidiary ledgers are appropriately reconciled to the ledgers, and the capitalization thresholds are being properly followed.*

10. Obtain the Schedule of Expenditures of Federal Awards information submitted by the Authority for inclusion in the Statewide Single Audit and confirm that the information is properly presented and supported by the Authority's accounting records.

*The Schedule of Expenditures of Federal Awards information that was submitted by the Authority was properly presented and supported by the Authority's accounting records.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination, the objective of which would have resulted in the expression of an opinion on certain financial information of the Authority. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Jekyll Island Authority and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink, appearing to read "Greg S. Griffin". The signature is fluid and cursive, with a horizontal line extending from the end.

Greg S. Griffin  
State Auditor