



AGREED-UPON PROCEDURES REPORT • FISCAL YEAR 2024

# Jekyll Island Authority Agreed Upon Procedures

## Jekyll Island, Georgia

Including Independent Accountant's Report

Greg S. Griffin | State Auditor



**DOAA**

Georgia Department  
of Audits & Accounts



# DOAA

Georgia Department  
of Audits & Accounts

**Greg S. Griffin**

State Auditor

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

Members of the Board of the Jekyll Island Authority  
Mr. Mark Williams, 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 for the fiscal year ended June 30, 2024. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The entity has acknowledged that the procedures are appropriate to meet the intended purpose. The procedures performed may not address all of the items of interest to a user of this report and may not meet the needs of all users in this report, and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

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.

*All eighteen (18) accounts that were selected for review from the balance sheet categories had adequate supporting documentation and were properly reconciled to the Authority's general ledger.*

2. Inspect employee compensation records to ensure the following: a.) the highest paid five (5) employees have approved documentation to support the salary amount paid during fiscal year 2024; 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.

*All five (5) of the highest paid employees had approved documentation to support the salary amount paid during the fiscal year. All sixty (60) employees with salary increases greater than 10% between the prior and current fiscal years were supported with approved documentation for the salary increase.*

3. Select the fifteen (15) highest individually significant vendor payments expensed during fiscal year 2024 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 2024 at the Authority for unusual vendors and test a sample of the unusual vendors 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 twenty-three (23) 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 2024 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. Twenty-nine (29) of the selected vendor payments were appropriate and the payments were verified to supporting documentation. One (1) vendor payment totaling \$12,076.05 was \$273.00 more than the invoiced amount of \$11,803.05.*

6. Select thirty (30) journal entries recorded during fiscal year 2024 at the Authority at random and ensure that a.) the journal entry was properly documented; and b.) the journal entry had proper approval.

*Twenty-nine (29) of the selected journal entries recorded during the fiscal year were properly documented and had proper approval. One (1) journal entry was not properly documented and did not have proper supervisory 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 and review expenditures and income from reimbursements related to the OneGeorgia grant award #18-GH-063-3-5000 to verify that proper documentation was obtained, that the Authority followed applicable grant procedures, and that funds were properly spent and accounted for. Our testing will cover the entire grant period, and based on the results of our procedures, we will assist in preparing a Schedule of Source and Application of Funds and a Project Cost Schedule, as applicable, for fiscal years 2020, 2021, 2022, and 2023. Ultimate responsibility for the completeness and accuracy of these schedules remains with management.



*Proper documentation was maintained to support expenditures and reimbursements related to the OneGeorgia grant award #18-GH-063-3-5000. The Authority followed applicable grant procedures, and funds were properly spent and accounted for during the grant period covering fiscal years 2020, 2021, 2022, and 2023. The Schedule of Source and Application of Funds and the Project Cost Schedule for each respective fiscal year were prepared for inclusion in this report.*

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.

We are required to be independent of the Jekyll Island Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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 long horizontal stroke at the end.

Greg S. Griffin  
State Auditor

September 26, 2025

SOURCE and APPLICATION OF FUNDS SCHEDULE  
OneGeorgia

Jekyll Island Authority  
Recipient Name

18GH-063-3-5000  
Grant Number

For the Period Ending: June 30, 2020

(Cumulative)

I. Total Fiscal Year 2019 OneGeorgia Funds Awarded to Recipient:	<u>\$ 2,500,000.00</u>
II. Total Amount Drawdown by Recipient from DCA:	<u>\$ 1,354,472.44</u>
III. Less OneGeorgia Funds Expended by Recipient:	<u>\$ 1,354,472.44</u>
IV. Amount of Fiscal Year 2019 OneGeorgia Funds held by Recipient:	<u>\$ -</u>

SOURCE and APPLICATION OF FUNDS SCHEDULE  
OneGeorgia

Jekyll Island Authority  
Recipient Name

18GH-063-3-5000  
Grant Number

For the Period Ending: June 30, 2021

(Cumulative)

I. Total Fiscal Year 2019 OneGeorgia Funds Awarded to Recipient:	<u>\$ 2,500,000.00</u>
II. Total Amount Drawdown by Recipient from DCA:	<u>\$ 2,042,069.08</u>
III. Less OneGeorgia Funds Expended by Recipient:	<u>\$ 2,042,069.08</u>
IV. Amount of Fiscal Year 2019 OneGeorgia Funds held by Recipient:	<u>\$ -</u>

SOURCE and APPLICATION OF FUNDS SCHEDULE  
OneGeorgia

Jekyll Island Authority  
Recipient Name

18GH-063-3-5000  
Grant Number

For the Period Ending: June 30, 2022

(Cumulative)

I. Total Fiscal Year 2019 OneGeorgia Funds Awarded to Recipient:	<u>\$ 2,500,000.00</u>
II. Total Amount Drawdown by Recipient from DCA:	<u>\$ 2,329,803.96</u>
III. Less OneGeorgia Funds Expended by Recipient:	<u>\$ 2,329,803.96</u>
IV. Amount of Fiscal Year 2019 OneGeorgia Funds held by Recipient:	<u>\$ -</u>

SOURCE and APPLICATION OF FUNDS SCHEDULE  
OneGeorgia

Jekyll Island Authority  
Recipient Name

18GH-063-3-5000  
Grant Number

For the Period Ending: June 30, 2023

(Cumulative)

I. Total Fiscal Year 2019 OneGeorgia Funds Awarded to Recipient:	<u>\$ 2,329,803.96</u>
II. Total Amount Drawdown by Recipient from DCA:	<u>\$ 2,329,803.96</u>
III. Less OneGeorgia Funds Expended by Recipient:	<u>\$ 2,329,803.96</u>
IV. Amount of Fiscal Year 2019 OneGeorgia Funds held by Recipient:	<u>\$ -</u>



OneGeorgia

PROJECT COST SCHEDULE

Recipient Name: Jekyll Island Authority

Grant Award Number: 18GH-063-3-5000

For the Period Ending: June 30, 2020

Program Activity	OneGeorgia Activity Number	Latest Approved Budget	Accumulated OneGeorgia Expenditures to Date	Accumulated Expenditures to Date (Other Funds)	Grant Total of Expenditures to Date	Questioned Costs (if applicable)
Beach Revetment and Crossovers	G-70-1414-T	\$ 2,500,000.00	\$ 1,354,472.44	\$ 9,405,587.72	\$ 10,760,060.16	\$ -

OneGeorgia  
PROJECT COST SCHEDULE  
Recipient Name: Jekyll Island Authority  
Grant Award Number: 18GH-063-3-5000  
For the Period Ending: June 30, 2021

Program Activity	OneGeorgia Activity Number	Latest Approved Budget	Accumulated OneGeorgia Expenditures to Date	Accumulated Expenditures to Date (Other Funds)	Grant Total of Expenditures to Date	Questioned Costs (if applicable)
Beach Revetment and Crossovers	G-70-1414-T	\$ 2,500,000.00	\$ 2,042,069.08	\$ 9,405,587.72	\$ 11,447,656.80	\$ -

OneGeorgia

PROJECT COST SCHEDULE

Recipient Name: Jekyll Island Authority

Grant Award Number: 18GH-063-3-5000

For the Period Ending: June 30, 2022

Program Activity	OneGeorgia Activity Number	Latest Approved Budget	Accumulated OneGeorgia Expenditures to Date	Accumulated Expenditures to Date (Other Funds)	Grant Total of Expenditures to Date	Questioned Costs (if applicable)
Beach Revetment and Crossovers	G-70-1414-T	\$ 2,500,000.00	\$ 2,329,803.96	\$ 9,405,587.72	\$ 11,735,391.68	\$ -

OneGeorgia  
 PROJECT COST SCHEDULE  
 Recipient Name: Jekyll Island Authority  
 Grant Award Number: 18GH-063-3-5000  
 For the Period Ending: June 30, 2023

Program Activity	OneGeorgia Activity Number	Latest Approved Budget	Accumulated OneGeorgia Expenditures to Date	Accumulated Expenditures to Date (Other Funds)	Grant Total of Expenditures to Date	Questioned Costs (if applicable)
Beach Revetment and Crossovers	G-70-1414-T	\$ 2,329,803.96	\$ 2,329,803.96	\$ 9,405,587.72	\$ 11,735,391.68	\$ -