



June 16, 2023

Board of Supervisors
West Vincent Township
729 St. Matthews Road
Chester Springs, PA 19425

Attn: Bernie Couris, Chair
Sara Shick, Vice-Chair
Dana Alan, Member

**Re: *West Vincent Township
Internal Investigation Report by Marcum, LLP***

To the West Vincent Township Pennsylvania Board of Supervisors:

Marcum LLP (“Marcum”) was engaged by the West Vincent Township Board of Supervisors (“the Board”) in January 2023 to conduct a limited scope investigation of certain accounting records and financial transactions. At that time, Marcum agreed to provide a verbal report of its initial findings to the Board. This verbal presentation was made in March 2023. Subsequent to this verbal presentation, the Board requested Marcum provide a summary of its findings and observations. The following summary is provided in response to the Board request.

Summary of Findings from Limited Internal Investigation

In January of 2023, West Vincent Township (“Township”) engaged the certified public accounting firm of Marcum to inspect Township accounting and financial records and perform inquiries relating to selected financial transactions. Marcum was not engaged to perform an audit or examination of the Township’s financial statements pursuant to GASB or other regulatory authorities. The financial transactions in question occurred during a period of several months beginning in 2022 through February 2023, a time where the Township employed several individuals and a certified public accounting firm to act as the Township Treasurer.

As part of its investigation Marcum interviewed select Township personnel and consultants and inspected selected Township business records including, but not limited to, electronic QuickBooks accounting records, bank statements and supporting documentation, credit card statements, financial statements, and other relevant business records.

Marcum found Township employees and consultants did not always adhere to established accounting procedures and best practices during the period of time in question. Specifically, duplicate payments were made creating credit balances on a Township credit card, applications for new credit cards were submitted without proper authorization and subsequently canceled, and bank



account statements were not timely reconciled to the QuickBooks accounting records resulting in material inaccuracies in certain Township financial reports.

Despite Marcum's finding of inconsistent accounting practices and inaccurate reports, Marcum did not identify any loss of Township funds due to the improper actions of any Township employee or consultant acting in the position of Township Treasurer or otherwise. Finally, since the time in question, Marcum confirmed the Township Treasurer has taken steps to remediate identified deficiencies in accounting procedures. From our interaction with Township personnel, we understand that the Township is continuing to correct prior accounting deficiencies and is endeavoring to implement accepted accounting and business practices going forward.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ricardo J. Zayas", written over a horizontal dashed line.

Ricardo J. Zayas, CPA, CFE, CVA, CFF