

Date: July 18, 2018



The Adams Group
400 South Colorado Boulevard, Suite 690
Denver, Colorado 80246

Re: 2017 Audit
Lyons, Colorado

Subject: Corrective Action Plan for transactions without the Finance Staff or Town Administrator approval; discount allocation not applied to a grant; and pre-payment for services not received.

Transactions without Finance staff or Town Administrator approval

Corrective Action Plan: Before the audit process, the Finance Director has required since late 2017 to require approvals for all invoices by having department heads, Finance Director, and Town Administrator approvals as required to meet the procurement policy and threshold amounts.

Attorney discount allocation

Corrective Action Plan: During the audit process, a new attorney firm has been appointed which will alleviate the time the Finance staff spends coding and allocating the appropriate attorney time to invoices. Therefore, the Finance department will coordinate with the new attorney firm's accounting department to invoice the Town by project to improve coding and allocating discounts appropriately to attorney invoices. This will be implemented immediately when receiving the first invoice from our new appointed attorney firm.

Pre-payment for services not received

Corrective Action Plan: During the audit process, Finance staff believes that DOLA allowed \$944.84 for North Line GIS costs of \$5,669 because it was eligible for reimbursement.

Ana Canada
Finance Director
Town of Lyons

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