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November 9, 2021

Virginia Beach Police Foundation Attn: Board of Directors Virginia Beach, Virginia

To the VBPF Board:

Re: FYE June 30, 2019, Internal Audit

In accordance with the VBFP Financial Procedures and Audit Policy (attached) and as incoming Treasurer, I have performed the internal audit procedures outlined in said policy for the fiscal year ended June 30, 2019.

The following procedures were performed, findings are enumerated below each procedure:

- 1. Review the bank statements for the year and note any unusual items, items being repeated or large items.
 - a. Several larger than usual deposits occurred during June, 2019. I reviewed the details of each deposit and determined that each was a contribution and they were appropriately recorded. Furthermore, the contributions were in response to the tragic events that occurred at the Virginia Beach Municipal Center on May 31, 2019.
- 2. A sample of deposits, bill payments and journal entries shall be reviewed for appropriate documentation, authorization and accuracy.
 - a. All items reviewed appear to have been authorized, documented and appropriately recorded in QuickBooks.
- 3. The bank statement and end of year should be reviewed and re-reconciled by the auditor and matched with the original. As well, any outstanding checks or deposits in transit should be traced to the following month's bank statements to verify they cleared.
 - a. The Towne Bank Checking account was reconciled, a single outstanding check cleared in July 2019.
- 4. Such other inquiries or reviews as may be appropriate based on the circumstances.
 - a. In June, 2019, a contribution was pledged in the amount of \$50,000, this was recorded as a contribution for the fiscal year end June 30, 2019. The \$50,000 pledge was received on and deposited into Towne Bank July 1, 2019.
 - A CD was held at SunTrust Bank, the amount listed on the June 30, 2019 balance sheet is \$53,105.68. This amount could not be verified with an independent statement as the account has since been closed and access to the statement is not available to me. However, I did review the subsequent maturity of the CD and deposit of funds to Towne

Bank in May, 2020 and have determined that the amount on the balance sheet as of June 30, 2019, is reasonable.

In performing the specified internal audit procedures, the additional items to note are as follows:

- 1. The organization did not adopt a budget as outlined in the VBPF Financial Procedures and Audit Policy document.
- 2. IRS Form 990-EZ was timely filed.

Sincerely,

Bill

William J. Brunke, IV Treasurer

VBPF Financial Procedures and Audit Policy

The Board of Directors of a charitable organization has a fiduciary responsibility for the proper accounting of the assets of the organization. This document is intended to establish the policies and procedures to be followed by the Treasurer and by the Board of Directors to fulfill this responsibility.

The following practices shall be followed:

- The Board of Directors shall establish an Audit Committee to perform such reviews of the financial records of the organization as it determines necessary to insure the completeness and accuracy of the documents. The Audit Committee shall conduct an Internal Audit annually and at any time a new Treasurer is elected.
- The chairperson of the Audit Committee shall have access to the financial records of the organization, including electronic access to bank account records.
- The chairperson of the Audit Committee shall, at the annual meeting of the Board of Directors, recommend and the Board shall approve whether or not to submit the organization's financial statements to an accounting firm for compilation, review or audit.
- The Board of Directors shall establish an annual budget that reflects the goals and objectives of the organization for the coming fiscal year and the Treasurer shall report monthly on actual receipts and expenditures compared to budget.
- Bank statements for all accounts maintained by the organization shall be mailed directly by the institution to the Secretary and a copy forwarded to the Treasurer for monthly review and comparison to the financial statements prepared by the Treasurer. The Secretary shall promptly advise the President and the chairperson of the Audit committee of any discrepancies noted in this comparison.
- The Treasurer shall prepare monthly Profit and Loss, Balance Sheet and Donor statements for review and approval by the Board of Directors.
- Authorized signers on all bank accounts maintained by the organization shall include the President, Vice President and Treasurer. The President and Treasurer are authorized to hold debit cards on the organization's checking accounts to facilitate purchase transactions as authorized by the Board of Directors.
- The Treasurer shall maintain the financial records of the organization using financial software (currently QuickBooks) approved by the Board of Directors on a computer owned by the organization and which shall be available to the Audit Committee for inspection upon request. The Treasurer shall maintain the

electronic and paper copies of the financial records of the organization in accordance with the organization's Retention of Records policy.

- A majority of the Board of Directors shall approve in advance all expenditures, except that the President and Treasurer may, on his or her own initiative, authorize individual expenses not to exceed \$500 for routine transactions associated with the regular operation of the organization. These transactions shall be reported in the monthly Treasurer's report. Pursuant to the By-Laws, the Executive Committee of the Board is authorized to approve expenditures occurring between meetings of the Board, however, such expenditures shall be included in the Agenda and ratified by the full Board at its meeting which next follows the expenditure.
- The Board of Directors shall annually authorize the preparation of the organization's IRS Form 990, Form 990EZ or Form 990N either by the Treasurer or by an accounting firm selected by the Board of Directors based on the recommendation of the Audit Committee chairperson. The Board shall review the Form 990 after preparation and shall authorize the Treasurer to file the return.
- The Treasurer is authorized to invest cash not needed to meet obligations of the organization in FDIC insured Certificates of Deposits issued by banks approved by the Board of Directors with such maturities that are consistent with the projected cash needs of the organization. The Treasurer shall report all such transactions in his or her monthly report to the Board of Directors.
- In managing the financial affairs of the organization, the Treasurer shall, at all times, follow generally accepted accounting practices and exercise due diligence in the performance of his or her responsibilities.

Items the Treasurer should make available for audit:

- Bank statements for each month of the year with all enclosures
- Year-end and monthly financial statements
- Annual budget with comparison to actual expenditures
- Deposit receipts
- Documentation for all expenditures
- Detail general ledger

To internally audit the books the following should be done:

- Review the bank statements for the year and note any unusual items, items being repeated or large items. Flag for follow up and review of supporting documentation.
- A sample of deposit, bill payment and journal entries shall be reviewed for appropriate documentation, authorization and accuracy.

- The bank statement at the end of the year should be reviewed and re-reconciled by the auditor and matched with the original. As well, any outstanding checks or deposits in transit should be traced to the following month's bank statements to verify they cleared.
- Such other inquiries or reviews as may be appropriate based on the circumstances.

ADOPTED BY THE BOARD OF DIRECTORS:

Michael Prendergast, Secretary

Date:_____

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08/16/21

VIRGINIA BEACH POLICE FOUNDATION INC

Balance Sheet

	e 30, 2019	As of June
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Accrual Basis		As of June 30, 2019		
	Jun 30, 19	Jun 30, 18	\$ Change	% Change
.SSETS				
Current Assets Checking/Savings				
10000 · Cash - All Accounts				
10100 · Sun Trust 10101 · SunTrust Checking	0.00	1,823.55	-1,823.55	-100.0%
10103 · SunTrust MMPA	0.00	7,660.24	-7,660.24	-100.0%
10110 · SunTrust CD Accounts 10115 · SunTrust CD 2214 05/15/20	53,105.68	52,013.98	1,091.70	2.1%
Total 10110 · SunTrust CD Accounts	53,105.68	52,013.98	1,091.70	2.1%
Total 10100 · Sun Trust	53,105.68	61,497.77	-8,392.09	-13.7%
10200 · Towne Bank	41,715.12	8,597.29	33,117.83	385.2%
10201 · Community Partner Ck 10210 · Towne Bank CD's				
10216 · TowneBank CD 7491 07/25/19 10218 · Towne Bank CD 2134 10/23/22	53,507.36 52,398.68	52,975.61 51,709.63	531.75 689.05	1.0% 1.3%
10219 · TowneBank CD 7918 08/14/22	32,275.20	51,391.27	-19,116.07	-37.2%
10220 · TowneBank CD 4188 1/24/20 10221 · TowneBank CD 7683 08/31/20	25,837.01 51,542.26	25,415.06 50,650.05	421.95 892.21	1.7% 1.8%
Total 10210 · Towne Bank CD's	215,560.51	232,141.62		-7.1%
Total 10200 · Towne Bank	257,275.63	240,738.91	16,536.72	6.9%
	310,381.31	302,236.68	8,144.63	2.79
Total Checking/Savings	310,381.31	302,236.68	8,144.63	2.79
Accounts Receivable 11000 · Accounts Receivable	50,092.97	1,557.00	48,535.97	3,117.3%
Total Accounts Receivable	50,092.97	1,557.00	48,535.97	3,117.3%
Other Current Assets				
12100 · Inventory Asset 12101 · Challenge Coins	229.14	253.26	-24.12	-9.5%
12105 · Memorial Tee Shirts Short Sleev	264.28	289.03	-24.75	-8.6%
12106 · Memorial Tee Shirts Long Sleeve	239.55	270.26	-30.71	-11.4%
Total 12100 · Inventory Asset 12200 · Prepaid Expenses	732.97	812.55	-79.58	-9.89
12210 · Prepaid Insurance - D&O	403.51	451.68	-48.17	-10.7%
12220 · Prepaid Website Security 12230 · Prepaid Memorial Monitoring	199.98 575.00	75.00 0.00	124.98 575.00	166.6% 100.0%
Total 12200 · Prepaid Expenses	1,178.49	526.68	651.81	123.8%
Total Other Current Assets	1,911.46	1,339.23	572.23	42.79
Total Current Assets	362,385.74	305,132.91	57,252.83	18.89
Other Assets				
18600 · Other Assets 18601 · Software Development Costs	3,995.00	3,995.00	0.00	0.0%
18602 · Accum Amort-Website Development	-2,163.98	-1,165.22	-998.76	-85.7%
Total 18600 · Other Assets	1,831.02	2,829.78	-998.76	-35.39
19000 · Memorial Statue 19002 · Memorial Copyright	6,000.00	6,000.00	0.00	0.0%
19003 · Logo Copyright	1,087.90	1,087.90	0.00	0.0%
19004 · Challege Coin Copyright 19005 · Accumulated Amortization	1,087.90 -3,406.94	1,087.90 -2,861.89	0.00 -545.05	0.0% -19.1%
Total 19000 · Memorial Statue	4,768.86	5,313.91	-545.05	-10.39
Total Other Assets	6,599.88	8,143.69	-1,543.81	-19.09
OTAL ASSETS	368,985.62	313,276.60	55,709.02	17.8%
ABILITIES & EQUITY				
Liabilities Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	0.00	33.75	-33.75	-100.09
Total Accounts Payable Total Current Liabilities	0.00	33.75	-33.75	-100.09 -100.09
Total Liabilities	0.00	33.75	-33.75	-100.09
Equity				100.07
31300 · Perm. Restricted Net Assets 31310 · Reserved-Financial Assistance	24,000.00	24,000.00	0.00	0.0%
31311 · Reserved-K9 Vest Purchases	4,756.68	4,576.68	180.00	3.9%
Total 31300 · Perm. Restricted Net Assets	28,756.68	28,576.68	180.00	0.69
32000 · Unrestricted Net Assets Net Income	284,486.17 55,742.77	304,504.69 -19,838.52	-20,018.52 75,581.29	-6.69 381.09
Total Equity	368,985.62	313,242.85	55,742.77	17.89
OTAL LIABILITIES & EQUITY	368,985.62	313,276.60	55,709.02	17.8%

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Accrual Basis

VIRGINIA BEACH POLICE FOUNDATION INC

Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun 19	Jul '17 - Jun 18	\$ Change	% Change
Ordinary Income/Expense				
Income 43400 · Direct Public Support 43410 · Corporate Contributions 43420 · Fund Raisers	79,666.28	7,922.84	71,743.44	905.5%
43422 · Challenge Coins 43427 · 50th Anniversary Badge Sales 43428 · Memorial Tee Shirt 43420 · Fund Raisers - Other	0.00 0.00 80.00 0.00	65.00 100.00 30.00 20.00	-65.00 -100.00 50.00 -20.00	-100.0% -100.0% 166.7% -100.0%
Total 43420 · Fund Raisers	80.00	215.00	-135.00	-62.8%
43441 · Gifts in Kind - Goods 43450 · Individual Contributions	85.00 2,575.00	0.00 2,032.00	85.00 543.00	100.0% 26.7%
Total 43400 · Direct Public Support	82,406.28	10,169.84	72,236.44	710.3%
43430 · Dedicated Projects 43431 · K9 Ballistic Vests	3,099.00	290.00	2,809.00	968.6%
Total 43430 · Dedicated Projects	3,099.00	290.00	2,809.00	968.6%
44800 · Indirect Public Support 44820 · United Way, CFC Contributions	4,974.89	3,632.38	1,342.51	37.0%
Total 44800 · Indirect Public Support	4,974.89	3,632.38	1,342.51	37.0%
45000 · Investments 45030 · Interest-Checking & Savings	4,516.11	3,493.40	1,022.71	29.3%
Total 45000 · Investments	4,516.11	3,493.40	1,022.71	29.3%
46400 · Other Types of Income 46430 · Miscellaneous Revenue	16.00	10.00	6.00	60.0%
Total 46400 · Other Types of Income	16.00	10.00	6.00	60.0%
Total Income	95,012.28	17,595.62	77,416.66	440.0%
Cost of Goods Sold 50700 · Cost of Sales - Inventory Sales 50701 · Cost of Challenge Coin Sold 50706 · Cost of Memorial T Shirts Sold	0.00 33.14	18.09 12.30	-18.09 20.84	-100.0% 169.4%
Total 50700 · Cost of Sales - Inventory Sal	33.14	30.39	2.75	9.1%
Total COGS	33.14	30.39	2.75	9.1%
Gross Profit	94,979.14	17,565.23	77,413.91	440.7%
Expense 60300 · Awards and Grants 60310 · Scholarship Awards 60320 · Cash Awards and Grants 60330 · K9 Ballistic Vests 60360 · K9 Unit Equipment	25,962.97 0.00 3,099.00 1,920.00	25,449.14 100.00 4,844.00 0.00	513.83 -100.00 -1,745.00 1,920.00	2.0% -100.0% -36.0% 100.0%
Total 60300 · Awards and Grants	30,981.97	30,393.14	588.83	1.9%
60500 · Fund Raising Expense 60502 · Inventory Adjustments	46.44	0.00	46.44	100.0%
Total 60500 · Fund Raising Expense	46.44	0.00	46.44	100.0%
60700 · Officer Support and Morale 60900 · Business Expenses	2,890.94	100.00	2,790.94	2,790.9%
60920 · Business Registration Fees	115.00	125.00	-10.00	-8.0%
Total 60900 · Business Expenses	115.00	125.00	-10.00	-8.0%
62800 · Facilities and Equipment 62820 · Memorial Maintenance 62821 · Memorial Security	1,500.00 253.00	3,300.00 0.00	-1,800.00 253.00	-54.6% 100.0%
Total 62800 · Facilities and Equipment	1,753.00	3,300.00	-1,547.00	-46.9%
65000 · Operations 65001 · Advertising & Promotional 65020 · Postage, Mailing Service	0.00 114.50	125.00 119.53	-125.00 -5.03	-100.0% -4.2%

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Accrual Basis

VIRGINIA BEACH POLICE FOUNDATION INC

Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun 19	Jul '17 - Jun 18	\$ Change	% Change
65040 · Supplies 65041 · Recognition Awards 65040 · Supplies - Other	268.92 0.00	0.00 56.23	268.92 -56.23	100.0% -100.0%
Total 65040 · Supplies	268.92	56.23	212.69	378.3%
65060 ⋅ Internet Web Site 65070 ⋅ Bank Charges	893.60	1,063.15	-169.55	-16.0%
65071 · Pay Pal Fees on Donations 65070 · Bank Charges - Other	42.02	35.89 0.00	6.13 0.00	17.1% 0.0%
Total 65070 · Bank Charges	42.02	35.89	6.13	17.1%
Total 65000 · Operations	1,319.04	1,399.80	-80.76	-5.8%
65100 · Insurance 65110 · D&O Insurance	586.17	542.00	44.17	8.2%
Total 65100 · Insurance	586.17	542.00	44.17	8.2%
Total Expense	37,692.56	35,859.94	1,832.62	5.1%
Net Ordinary Income	57,286.58	-18,294.71	75,581.29	413.1%
Other Income/Expense Other Expense				
69801 · Amortization Expense	1,543.81	1,543.81	0.00	0.0%
Total Other Expense	1,543.81	1,543.81	0.00	0.0%
Net Other Income	-1,543.81	-1,543.81	0.00	0.0%
Net Income	55,742.77	-19,838.52	75,581.29	381.0%

	Constant of the second		CHECK PAID PRIORITY 3 CHECK	P.		
08/07/2019	Total Calculated Debits (1	tem)		\$677.00		
08/07/2019	DEPOSIT		DEPOSIT DEPOSIT		\$175.00	
08/07/2019	Total Calculated Credits (1	ltem)			\$175.00	
08/06/2019	218038057	1201	CHECK PAID PRIORITY 5 CHECK	\$100.00		\$93,082.91
08/06/2019	Total Calculated Debits (1 I	tem)	a sea ann an San an Anna an	\$100.00	generalized a special	hing dam
08/05/2019	AC-VIRGINIASTATECC -1190001174555252716		ACH DEBIT RECEIVED AC-VIRGINIASTATECC -1190001174555252716	\$25.00		\$93,182.91
08/05/2019	217183744	1197	CHECK PAID PRIORITY 5 CHECK 5	✔\$39.83		
08/05/2019	Total Calculated Debits (2 I	tems)	er of kinds (single	\$64.83		
07/31/2019	INTEREST PAYMENT	1.2.63.11	INTEREST CREDIT INTEREST PAYMENT	101	√ \$0.79	\$93,247.74
07/31/2019	Total Calculated Credits (1	ltem)	(1) all a static strategies in the latter of proceeding that a strategies of the static strategies of the static strategies.		\$0.79	and the state
07/30/2019	211052592	1198	CHECK PAID 9-54 PRIORITY 5 CHECK 8 K	\$1,100.00	i carl	\$93,246.95
07/30/2019	Total Calculated Debits (1 I	tem)	Investables" Bas	\$1,100.00	and a second	in respect for an end
07/30/2019	DEPOSIT		DEPOSIT DEPOSIT	(1). (1). (1). (1). (1). (1). (1). (1).	\$1,000.00	
07/30/2019	DEPOSIT	na se angeleran en se se	DEPOSIT DEPOSIT		√\$1,492.00	
07/30/2019	Total Calculated Credits (2	ltems)	and a star of the second s 1		\$2,492.00	
07/15/2019	DEPOSIT	19.2	DEPOSIT DEPOSIT	3	\$100.00	\$91,854.95
07/15/2019	Total Calculated Credits (1	ltem)	the explored fills provide the second sec	11 100, 15	\$100.00	
07/01/2019	DEPOSIT		DEPOSIT DEPOSIT		\$50,000.00	\$91,754.95
07/01/2019	Total Calculated Credits (1	item)			\$50,000.00	
09/30/2019	Totals	Antida (1), Antida (1) (n. 1997)	Con Diff R17	\$27,487.88	\$76,656.00	

1-0	Bank @ 06/30			
1-1	Bank 07/01			91,754.95
1-2	Deposit 07/01		-	50,000.00
1-т	Total		=	41,754.95
2-0	Reconciliation to GL			
2-1	Bank 06/30			41,754.95
2-2	o/s Check 1197		-	39.83
2-т	Total		=	41,715.12

Agrees to GL at 06/30/2019

() TOWNE BANK

Activity - Deposit Accounts

Report created:	07/20/2020 01:49:55 PM (ET)
Accounts:	051408949 • *2134 • Certificate of Deposit • REWARDS NO PENALTY 051408949 • *4188 • Certificate of Deposit • *30-35 MONTHS
	051408949 • *7491 • Certificate of Deposit • REWARD PER 28-33M T
	051408949 • *7683 • Certificate of Deposit • *36-47 MONTHS
	051408949 • *7918 • Certificate of Deposit • REWARD BUS 34-43M T
Date range:	7/1/2019 to 9/30/2019
Transaction types:	All transactions
Account sort:	Account number
Detail option:	Includes transaction detail
Total by day:	Includes totals by day within the selected date range

051408949 • *2134 • Certificate of Deposit • REWARDS NO PENALTY

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Ending Balance
07/26/2019	INTEREST PAYMENT		INTEREST CREDIT INTEREST PAYMENT		\$259.97	✓ \$52,658.65
07/26/2019	9 Total Calculated Credits (1 Item)			TAL &	\$259.97	승규는 이 가슴을 했다.
09/30/2019	Totals			\$0.00	\$259.97	

051408949 • *4188 • Certificate of Deposit • *30-35 MONTHS

6/30/19-7 25,837.01 - 6/L

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Ending Balance
08/23/2019	INTEREST PAYMENT		INTEREST CREDIT INTEREST PAYMENT		\$107.45	✓ \$25,944.46
08/23/2019	Total Calculated Cred	its (1 Item)	A State State	100	\$107.45	
09/30/2019	Totals			\$0.00	\$107.45	

051408949 • *7491 • Certificate of Deposit • REWARD PER 28-33M T

6/30/19 -7 53,507.36 - 61L

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Ending Balance
07/25/2019	INTEREST PAYMENT		INTEREST CREDIT INTEREST PAYMENT		\$133.40	\$53,640.76
07/25/2019	Total Calculated Cred	its (1 Item)	a hard and a fear		\$133.40	
09/30/2019	Totals			\$0.00	\$133.40	

051408949 • *7683 • Certificate of Deposit • *36-47 MONTHS

6130/19 -> 51,542.26 v 6/L

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Ending Balance
08/28/2019	INTEREST PAYMENT		INTEREST CREDIT INTEREST PAYMENT		\$227.35	\$51,769.61
08/28/2019	Total Calculated Cred	its (1 Item)	그는 가지는 것 같아?		\$227.35	
09/30/2019	Totals			\$0.00	\$227.35	

051408949 • *7918 • Certificate of Deposit • REWARD BUS 34-43M T

7/20/2020

Activity - Deposit Accounts

3

/2020			Activity - Depo	sit Acco	ounts 6/3	30/19-732,275.20
Post Date	Reference	Additional Reference	Description	Debit		Calculated Ending Balance
08/14/2019	INTEREST PAYMENT		INTEREST CREDIT INTEREST PAYMENT		\$257.07	\$32,532.27
08/14/2019	Total Calculated Cred	its (1 Item)		1000	\$257.07	11. 1. 1997 D. 1. 23
09/30/2019	Totals	and the state of the state		\$0.00	\$257.07	