



A Tradition of Stewardship  
A Commitment to Service

## **Napa-Vallejo Waste Management Authority**

Accountant's Report on Applying Agreed-Upon Procedures  
For the Quarter Ended September 30, 2011

Issued by  
**AUDITOR-CONTROLLER**  
**Internal Audit Section**  
February 21, 2012

**NAPA-VALLEJO WASTE MANAGEMENT AUTHORITY  
AGREED-UPON PROCEDURES  
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**Auditor-Controller**

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## **ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

Board of Directors  
Napa-Vallejo Waste Management Authority  
1195 Third Street, Room 101  
Napa, CA 94559

We have performed the procedures enumerated below, which were agreed to by the Executive Director of the Napa-Vallejo Waste Management Authority, hereafter known as NVWMA, on behalf of the Board and Manager of the Devlin Road Transfer Station, hereafter known as DRTS. These procedures are solely to assist the designated parties with respect to the documents obtained in Step I of the Agreed-Upon Procedures as they pertain to the Revenues, Accounts Receivable and specified operations of Northern Recycling Operations & Waste Services, LLC, hereafter known as Northern. This engagement to apply agreed-upon procedures was performed in accordance with the standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the 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. Responses to the findings identified in our report have been provided by Northern and Treasurer's Central Collection staff. We did not audit these responses and, accordingly, we express no opinion on them.

Our procedures and findings are as follows:

### **I. DOCUMENTATION**

We obtained copies of the following documents for the quarter ended September 30, 2011.

From Northern Recycling Operations & Waste Services, LLC, we obtained the "Scale Transaction" report, deposit slips and "Daily Reconciliation Forms". Reports were obtained for each month of the quarter. Daily PDF copies of the deposit slip and "Daily Reconciliation Form" are posted to an on-line storage site called *Box.Net*.



## I. DOCUMENTATION (Continued)

From the Treasurer's Central Collection Division, we obtained an "Accounts Receivable by Name", now known as the "Accounts Receivable Aging" report, "Transaction Register", now known as the "Accounts Receivable Client Transaction" report, "Station List", now known as the "Cash Receipts Audit Trail" report, copies of any applicable journal entries, a listing of manual rate adjustments, payments, refunds, and billings for each month in the quarter. The Treasurer's office switched from the HMS system to the CAMS system for tracking Accounts Receivable during August 2011.

From the Auditor-Controller's Office – Accounting Division, we obtained the "General Ledger Detail Transactions" report for each month in the quarter and one-month after.

## II. ACCOUNTS RECEIVABLE

**A. Procedure:** We summarized the Accounts Receivable activity for the quarter ended September 30, 2011 and adjusted the report by the exceptions noted below, and by the "Other Adjustments" in Exhibit A-1. (See Exhibit A-1 for the "Accounts Receivable Activity Summary".)

**Exception A: (Prior Finding)** During the quarter ended March 31, 2011, Account #52748 was undercharged for two tickets (ticket #353254 and #330617) for a total of \$9.60. In June 2011, an invoice for the amount of \$130.72 was submitted to Account #52748. This invoice was to bill for various undercharged tickets, \$9.60 of the total invoice related to tickets #353254 and #330617. The rest of the invoice was for tickets that had already been adjusted in a prior quarter. This has resulted in overcharging Account #52748 in the amount of \$121.12.

**Recommendation A:** It is recommended that Northern issue a "Billing Adjustment Form" for Account #52748 to be credited \$121.12.

**Northern's Response A:** Northern Recycling issued a billing adjustment Form 501 on 2/17/12 to have Account #52748 credited for the amount of \$121.12.

**B. Procedure:** Customers are billed monthly for the scale transactions from the prior month. We summarized Northern's Scale Transaction Reports by customer and agreed the amounts to the invoices posted to the Treasurer's Transaction Register Report.

**Exception B:** We noted when reviewing the accounts receivable for the quarter ended September 30, 2011 that there were two (2) instances when the A/R Client Transaction Report did not agree with the Scale House Transaction Report.

The August A/R Client Transaction Report and the August Scale Transaction Report did not agree due to two (2) transactions backdated in error to July 2011. A debit for the amount of \$870.00 and a credit for the amount of \$114.00 posted to Account #50763 resulting in the difference of \$756.00.

## II. ACCOUNTS RECEIVABLE (Continued)

**Exception B:** (Continued) The September A/R Client Transaction Report and the September Scale Transaction Report did not agree due to Account #60110 not being billed for two (2) tickets occurring in the August transactions which resulted in a difference of \$190.20.

**Recommendation B:** It was verified that both instances were adjusted in the quarter ended September 30, 2011. It is recommended that Northern continue to exercise greater care when invoicing the A/R customers. Additionally, when Northern needs to adjust an account after the Scale Transactions has been provided to Central Collections, then Northern must submit a request for an adjustment to Central Collections.

**Northern's Response B:** Northern will continue to issue Central Collections a 501 billing adjustment form when adjustments are needed.

**Status of Prior Reports:** In the prior quarter ending June 30, 2011, a billing adjustment form was issued by Northern to adjust the following account. Central Collections could not process the adjustment until an invoice was generated. In July 2011, an invoice was generated and the adjustment was processed.

**Table 1**  
**Prior Quarter Adjustments**

<u>Account</u>	<u>Amount</u>	<u>Month(s) of Exception</u>	<u>Month of Adjustment</u>	<u>Reason for Adjustment</u>
50719	\$ 359.68	September 2010	July 2011	Billed Twice

**C. Procedure:** We selected five (5) Accounts Receivable customers on the "Scale Transaction Report" and determined if:

1. Tonnage was charged at the appropriate rate.
2. The minimum vehicle charge was applied.
3. Tare amounts were included on the "Scale Transaction Report" for each ticket.
4. The "Scale Transaction Report" contained undocumented negative amounts.
5. Any unusual items identified in the "Scale Transaction Report".

The appropriate rate and minimum vehicle charge are based on the current fees in Resolution #2011-08, which was adopted by NVWMA Board of Directors on June 2, 2011.

**Results C:** No findings were noted as a result of this procedure.

**Status of Prior Reports:** In the Accountant's Report for the quarter ended June 30, 2011, we noted instances where the minimum charge was not applied to franchise customers, which resulted in a total of 14 tickets from two (2) accounts being undercharged by an aggregate amount of \$140.60. As of September 30, 2011, these accounts were not adjusted.



**ACCOUNTS RECEIVABLE (Continued)**

The following is a summary of the undercharged amounts by account and balances outstanding for the quarters ended March 31, 2011, June 30, 2011 and September 30, 2011.

**Table 3**  
**Previously Reported Undercharged Tickets**

<b>Account</b>	<b>Balance As of March 31, 2011</b>	<b>Balance As of June 30, 2011</b>	<b>Balance As of September 30, 2011</b>
50558	30.40	119.60	119.60
54051	103.20	154.60	154.60
	<u>\$ 133.60</u>	<u>\$ 274.20</u>	<u>\$ 274.20</u>

The following is a summary of the overbilled amounts by account and totals for the quarters ended March 31, 2011, June 30, 2011 and September 30, 2011.

**Table 4**  
**Previously Reported Overbilled Tickets**

<b>Account</b>	<b>Balance As of March 31, 2011</b>	<b>Balance As of June 30, 2011</b>	<b>Balance As of September 30, 2011</b>
56519	\$ 23.62	\$ 23.62	\$ 23.62
57268	30.40	30.40	30.40
56658	19.28	19.28	19.28
	<u>\$ 73.30</u>	<u>\$ 73.30</u>	<u>\$ 73.30</u>

**Recommendation C:** It is recommended that Northern verify that the Soft-Pak system is programmed to charge all customers at the correct rates. As of September 30, 2011, “Billing Adjustment Forms” have not been submitted to the Treasurer’s Office by Northern.

**Northern’s Response C:** Northern has issued a billing adjustment form to have customers #50558 and #54051 invoiced for the undercharged ticket amounts noted in table #3. Northern has also issued a request to have accounts #56519, #57268 and #56658 credited for the overbilled charges noted in table #4.

**Procedure D:** For each month in the quarter ended September 30, 2011, we prepared a summary of the fees, interest, and adjustments (for fees and interests) and determined the balance for each account type.

**Results D:** No findings were noted as a result of this procedure.

## II. ACCOUNTS RECEIVABLE (Continued)

**E. Procedure:** For the quarter ended September 30, 2011, we analyzed the accuracy of the A/R Aging report.

**Exception E:** We discovered that the September A/R Aging Report did not have credit balances forwarded from the August A/R Aging report. A request was made to Central Collections for the report to be generated again to include the credit history. Central Collections contacted CAMS, the new system implemented in the quarter, but as of January 5, 2012, this information has not been received.

As a result of the missing information, the September A/R Aging report could not be used for determining the ending balance for the NVWMA Customer accounts. A reconciliation was completed utilizing the August A/R Aging report and the September A/R Client Transaction report to extract the information needed in order to verify the ending balance.

**Recommendation E:** It is recommended that Central Collections and CAMS work together to produce an A/R Aging report to include all the necessary components that are instrumental in obtaining an accurate ending balance for the NVWMA Customer accounts. We understand that the new system (CAMS) was implemented in the current quarter, and all requests for producing a working report were acknowledged by CAMS.

**Treasurer's Response E:** We found that inclusion of credit balances is optional on the new CAMS Aging Report, and must be selected when run. At the end of September, we were unaware of this requirement. We now understand the importance of making certain this option is checked when running the Aging Report, as it has also been discovered the report cannot be recreated on an as-of basis and a Credit Balance Report was not available until October. As a result of this issue, this step has been added to the monthly process going forward.

**Procedure F:** We obtained information from Central Collections regarding the status of accounts 90 days and over past due. All accounts over 90 days and their status have been presented in Exhibit A-2 for an aggregate amount of \$7,399.35, excluding fees and interest, which is an increase from the prior quarter balance of \$7,053.97. The Treasurer's Central Collection Division may request Board approval to write-off the uncollectible accounts twice a year, historically in December and June.

**Results F:** See Exhibit A-2 for "Accounts Receivable Activity over 90 Days".

**Treasurer's Response F:** During the 3<sup>rd</sup> quarter, Central Collections continued to provide collection services on the overdue accounts. Collection activity of all types occurred; full- and partial-payoffs, small claims judgments, write-offs and new items all affected the status of the outstanding balance. In specifics, of the 23 items over 90 days at the beginning of the quarter (June 30<sup>th</sup> report), 6 accounts in the amount of \$679.08 were written off and funds received from Northern in July; 2 accounts in the amount of \$177.56 were collected during the 3<sup>rd</sup> quarter, with another account (\$37.00) collected in October; 4 accounts totaling \$2,926.65 had small claims judgments placed on them and collection still continues; and 4 accounts in the amount of \$975.28 were approved as uncollectible on November 3, 2011,



## II. ACCOUNTS RECEIVABLE (Continued)

**Treasurer's Response F:** (Continued) with funds requested from Northern on 1/3/12. We continue collection on the remaining 6 accounts. During the third quarter, 12 new items amounting to \$973.26 reached the 90-day past due level; 8 of these accounts, totaling \$460.22, were collected after September 30, 2011. Central Collections has active contact with the remaining four accounts and did not request approval to write off these items in November. This will be reassessed in June if collection has not been completed by then.

## III. REVENUE

**A. Procedure:** We recalculated the charges on the "Scale Transaction Report" for 200 randomly selected cash transactions from each of the monthly reports for the quarter ended September 30, 2011.

**Results A:** No findings were noted as a result of this procedure.

**B. Procedure:** Using the "Scale Transaction Reports," we summarized the total cash, check, credit card payments for each day and calculated the monthly total. We completed a comparison of the payments per the Scale Transaction Report to the payments per the deposit information for the quarter ended September 30, 2011. We have summarized our comparison and findings in Exhibit C. (See Exhibit C for the "Summary of Cash (Shortage) Overage".) As a result of this procedure we noted the following exceptions:

**Exception B:** (Updated Finding) Twenty-five (25) exceptions, resulting in a net cash overage of \$40.15 inclusive of bank adjustments, were noted for the quarter. Exceptions have been presented in Exhibit C, "Summary of Cash (Shortage) Overage". Of the twenty-five (25) exceptions, we noted two (2) instances (8%) where cash variances were not detected by the end of day cash reconciliation completed by DRTS staff. The year-to-date cash shortage is \$40.15.

**Recommendation B:** All Cash Shortages/Overages are to be indicated on the Daily Reconciliation Forms by Northern's scale house staff.

**Northern's Response B:** The scale house employee that was responsible for the overage is no longer working in the scale house.

**C. Procedure:** (Updated Finding) We completed a comparison of the General Ledger activity to the deposit slip information submitted by DRTS for the quarter ended September 30, 2011 and summarized our comparison in Exhibit B. (See Exhibit B for the "Analysis of General Ledger Activity".) We also verified the timeliness of transmitting the deposit information and recording the revenue in the proper account. We noted that the transmission of deposit information and the recording of revenue were performed in a timely manner. As a result of this procedure we noted the following exception:

**Exception C:** As noted in Exhibit B, two (2) bank adjustments were posted to the General Ledger resulting in a net increase of \$40.00 in revenue.



### III. REVENUE (Continued)

**Recommendation C:** We recommend that scale house staff perform a self-review of the deposit slips they prepare by double-checking with a calculator or adding machine the amounts listed on the slip then subtracting the total previously calculated. The amount should net to zero. Then another employee (reviewer) should verify the amount of the cash to the amount listed on the deposit slips while in the presence of the employee preparing the deposit slip. If the cash agrees with the amount on the deposit slip, then the reviewer should initial next to the cash amount prior to sealing the deposit in the armor car carrier bag.

**Northern's Response C:** Northern will review the scale house employees end of day reconciliation procedure and cash deposit procedure with the Auditor Controllers office representative the next time they visit the transfer station.

### IV. INTERNAL CONTROLS

**A. Procedure:** We examined the Scale Transaction Reports for the quarter ended September 30, 2011 and noted transactions with the same "Time In" and "Time Out." Tickets have the same "Time In" and "Time Out" when staff manually input the tickets. Manual tickets may be required if the system is down. We excluded tickets for non-weighed items (e.g. auto batteries, tires, etc.), tickets for Collection Contractor's vehicles with tare weights coded into the system in accordance with the Northern contract, and tickets where the comment indicated that the ticket was entered manually to correct a previous ticket. As a result of this procedure we noted the following exception:

**Exception A: (Updated Finding)** We noted eighty-one (81) tickets with the same "Time In" and "Time Out" entries. There were eighteen (18) tickets with the same time entries for cash customers and sixty-three (63) tickets for the remaining non-franchise Accounts Receivable customers. Fifty-seven (57) of the eighty-one (81) tickets were to accounts #50572, #50685, #50764, and #50765, public agencies. These accounts are not Collection Contractors, but DRTS stores tare weights for these customers. The contract between Northern and NVWMA currently only provides for the storing of tare weights for Collection Contractors' vehicle.

It should be noted that on June 1, 2011, the Executive Director authorized DRTS to utilize tare weights of vehicles of public entities, which includes the four (4) accounts noted above. As such, Northern shall be responsible for the contractual duty of ensuring the accuracy of the vehicle tare weights (i.e. re-taring of vehicles no less than two (2) times per year).

The twenty-four (24) remaining tickets did not have an explanation provided to determine if the tickets were replacement tickets or if tare weights were used in violation of the terms of the contract and permission granted by the NVWMA Executive Director.

**Recommendation A:** We recommend that reasons for manual input of tickets continue to be noted in the comment field within Soft-Pak. In addition to noting the reasons within Soft-Pak, the reasons for manual entry should also be noted on the Daily Reconciliation Forms when reason for manual entry is not apparent.

#### IV. INTERNAL CONTROLS (Continued)

**Northern's Response A:** The scale house staff has been instructed to list on the daily reconciliation as well as note on the comment section of the ticket the reason for the manual input. The employee who was responsible for the majority of the manual tickets is no longer working in the scale house.

**B. Procedure:** We verified if Northern accounted for all tickets issued in the quarter ended September 30, 2011. We also tested the sequence of the tickets issued.

We understand that gaps in the ticket numbers within a month will appear when corrections for billing purposes are made after month end by posting replacement tickets. The system posts the replacement tickets with the date of the original ticket, but uses the next available ticket number at the time the correction is made, creating the appearance of gaps in sequence. Gaps in sequential numbering may also occur when manual tickets, which are issued when the system goes down, are entered into the Soft-Pak system. Manual tickets must be dated in the system based on the date the load was delivered to ensure accurate reporting of daily vehicle counts and tonnage.

As a result of this procedure we noted the following:

**Exception B1:** For the quarter ended September 30, 2011, there were one-hundred-seventy-nine (179) additional tickets appearing on the Scale Transaction Report for the quarter ended September 30, 2011. This was a result of the previous quarter ending June 30, 2011 when the tickets were backdated from July 2011 to June 2011.

**Exception B2:** We noted one (1) ticket on the Scale Transaction Reports that was backdated due to replacing a ticket for a voided transaction.

**Recommendation B1 & B2:** We recommend that corrections for tickets are entered prior to month end. Additionally, we recommend that Northern continues to log all Soft-Pak issues and to note any unique circumstances. This procedure was implemented in July 2011.

**Northern's Response B1 & B2:** All scale house employees know the importance of voided tickets can only be performed in the month that the ticket was issued. The scale house employee is no longer working for Northern Recycling.

**C. Procedure:** We reviewed negative amounts from the Scale Transaction Reports for the quarter ended September 30, 2011. We understand from our inquiries that negative quantities may be input manually to void or adjust ticket charges as necessary, for example where the origin, vehicle, customer or other information is input in error. The reasons for the negative amounts appear on a monthly Void Report.



#### IV. INTERNAL CONTROLS (Continued)

The following table includes a summary of negative tickets by transaction type, month, and totals for the quarter ended September 30, 2011 and also includes totals for the prior quarter ended June 30, 2011, for comparison.

**Table 5**

**Tickets with Negative Amounts**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Quarter Ending 9/30/11</u>	<u>Quarter Ending 6/30/11</u>
Cash Tickets	6	5	3	14	12
A/R Tickets	15	7	13	35	33
Total Tickets	<u>21</u>	<u>12</u>	<u>16</u>	<u>49</u>	<u>45</u>
Cash Amount	\$ (726)	\$ (465)	\$ (155)	\$ (1,345)	\$ (997)
A/R Amount	<u>(5,296)</u>	<u>(2,240)</u>	<u>(3,163)</u>	<u>(10,699)</u>	<u>(9,786)</u>
Total Amount	<u>\$ (6,022)</u>	<u>\$ (2,705)</u>	<u>\$ (3,317)</u>	<u>\$ (12,044)</u>	<u>\$ (10,783)</u>

As a result of this procedure we noted the following exception:

**Exception C:** (Updated Finding) Based on the results in Table 5, we reviewed the applicable manual end of day reconciliation forms for all tickets with negative quantities. Reasons for the negative amounts were not noted on the end of day reconciliation forms in six (6) instances out of the forty-nine (49) tickets with negative quantities.

**Recommendation C:** We recommend that scale house staff continue to note reasons for any negative amounts in the end of day reconciliation form. The reasons should include the original ticket number and the replacement ticket number. The implementation of the monthly void reports has been useful for review purposes, as the comment field (described in the void report as “Notes”) provides a description for each ticket with a negative quantity.

**Northern’s Response C:** All of the scale house staff has been reminded to note any negative amount tickets on the end of day reconciliation which should note both the old ticket and the replacement ticket# and reason for the negative amount.



## CONCLUSION

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on specified elements, accounts, or items. 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 the Board of Directors and the Executive Director of the Napa-Vallejo Waste Management Authority and the Manager of the Devlin Road Transfer Station and is not intended to be used by anyone other than these specified parties.



Karen Dotson-Querin, CPA  
Internal Audit Manager  
February 21, 2012

**Exhibit A-1**

**Napa-Vallejo Waste Management Authority  
Accounts Receivable (A/R) Activity Summary  
As of September 30, 2011**

	<u>Month Ended July 31, 2011</u>	<u>Month Ended August 31, 2011</u>	<u>Month Ended September 30, 2011</u>
<b>Ending A/R per HMS/CAMS:</b>			
501	\$ 70,673.86 <sup>a</sup>	\$ 265,058.04 <sup>c</sup>	\$ 66,753.49 <sup>e</sup>
501C	3,481.84 <sup>b</sup>	3,481.84 <sup>d</sup>	3,728.64 <sup>f</sup>
<b>Total A/R per HMS/CAMS:</b>	<u>74,155.70</u>	<u>268,539.88</u>	<u>70,482.13</u>
 <b>Adjustments needed on HMS/CAMS:</b>			
HMS Fees, Int. & Penalties, and Other Adj.:			
Net 501	(718.48) <sup>a</sup>	(718.48) <sup>e</sup>	(723.72) <sup>e</sup>
Net 501C	(885.00) <sup>b</sup>	(885.00) <sup>d</sup>	(975.00) <sup>f</sup>
<b>Total Adjustments per HMS/CAMS</b>	<u>(1,603.48)</u>	<u>(1,603.48)</u>	<u>(1,698.72)</u>
 <b>Other Adjustments 500/501B/501C:</b>			
Acct. 52748 Valley Recyl. -Tickets billed in error	(121.12)	(121.12)	(121.12)
Acct. 50558 (City of Napa) Jan 2011 bill	30.40	30.40	30.40
Acct. 56519 (Sonoma Garbage) Jan 2011 bill	(23.62)	(23.62)	(23.62)
Acct. 54051 (NCRWS) Feb 2011 bill	57.80	57.80	57.80
Acct. 57268 (Bluewater Environ) Feb 2011 bill	(30.40)	(30.40)	(30.40)
Acct. 56658 (Santa Rosa Recy) Feb 2011 bill	(19.28)	(19.28)	(19.28)
Acct. 54051 (NCRWS) Mar 2011 bill	45.40	45.40	45.40
Acct. 54051 (NCRWS) Apr 2011 bill	3.40	3.40	3.40
Acct. 50558 (City of Napa) May 2011 bill	20.60	20.60	20.60
Acct. 50558 (City of Napa) June 2011 Bill	68.60	68.60	68.60
Acct. 54051 (NCRWS) June 2011 bill	48.00	48.00	48.00
Account 50763 (Vallejo Garbage)	-	(756.00)	-
Payments without Invoices	-	-	(804.31)
<b>Total Other Adjustments</b>	<u>79.78 <sup>a</sup></u>	<u>(676.22) <sup>c</sup></u>	<u>(724.53) <sup>e</sup></u>
 <b>Adjusted A/R</b>			
501	Sum of <sup>a</sup> 70,035.16 <sup>e</sup>	263,663.34 <sup>e</sup>	65,305.24
501C	Sum of <sup>b</sup> 2,596.84 <sup>d</sup>	2,596.84 <sup>f</sup>	2,753.64
<b>Total Adjusted A/R</b>	<u>\$ 72,632.00</u>	<u>\$ 266,260.18</u>	<u>\$ 68,058.88</u>

**Exhibit A-2**

**Napa-Vallejo Waste Management Authority  
Accounts Receivable Activity Over 90 Days  
Per Central Collections  
As of September 30, 2011**

<u>Account Name</u>	<u>Principal</u>	<u>Fees/ Interest</u>	<u>Total</u>	<u>Collection Measures</u>
<b>Account 501 - General A/R</b>				
50504	\$ 44.80	\$ -	\$ 44.80	Paid 9/13/11
50550	0.02	-	0.02	Paid 12/22/11
51033	31.00	-	31.00	Paid 11/9/11
54638	1,809.56	208.18	2,017.74	Continue collection procedure
50585	0.40	-	0.40	Paid 12/20/11
50597	0.88	-	0.88	Paid 11/14/11
55505	735.64	130.65	866.29	Approved as "Uncollectible"
50627	37.00	-	37.00	Paid 10/25/11
50688	174.36	41.45	215.81	Continue collection procedure
54051	157.00	-	157.00	Continue collection procedure
55260	1,428.73	297.87	1,726.60	Continue collection procedure
52077	87.04	-	87.04	Paid 10/6/11
54053	274.60	-	274.60	Paid 10/25/11
50763	21.48	-	21.48	Paid 10/25/11
<b>Subtotal - 501 - General A/R</b>	<u>4,802.51</u>	<u>678.15</u>	<u>5,480.66</u>	
<b>Account 501C - NSF A/R</b>				
58533	31.00	45.00	76.00	Continue collection procedure
55442	728.48	55.00	783.48	Continue collection procedure
58290	62.00	90.00	152.00	Continue collection procedure
57967	150.40	45.00	195.40	Approved as "Uncollectible"
57142	633.44	45.00	678.44	Continue collection procedure
58336	322.56	90.00	412.56	Continue collection procedure
57464	31.00	45.00	76.00	Approved as "Uncollectible"
55396	136.00	155.00	291.00	Continue collection procedure
58400	294.04	135.00	429.04	Continue collection procedure
58481	31.00	45.00	76.00	Continue collection procedure
58014	87.68	45.00	132.68	Continue collection procedure
57965	31.00	45.00	76.00	Continue collection procedure
57768	58.24	45.00	103.24	Approved as "Uncollectible"
<b>Subtotal - 501C - NSF A/R</b>	<u>2,596.84</u>	<u>885.00</u>	<u>3,481.84</u>	
<b>Total A/R</b>	<u>\$ 7,399.35</u>	<u>\$ 1,563.15</u>	<u>\$ 8,962.50</u>	
<b>Total A/R as of 6/30/11</b>	<u>\$ 7,053.97</u>	<u>\$ 1,397.07</u>	<u>\$ 8,451.04</u>	



**Exhibit B**

**Napa-Vallejo Waste Management Authority  
Analysis of General Ledger Activity  
July 1, 2011 through September 30, 2011**

	General Ledger Total	COMPONENTS				
		Visa / MC	Deposit Slip	HMS	Bank Adj.	Other
JULY	\$ 1,030,254.21	\$ 91,731.74	\$ 157,537.78	\$ 780,819.89	\$ 20.00	\$ 144.80
AUGUST	788,913.04	98,875.90	180,556.85	505,122.55	20.00	4,337.74
SEPTEMBER	1,200,660.76	85,056.10	154,459.15	966,605.25	-	(5,459.74)
QUARTER	<u>\$ 3,019,828.01</u>	<u>\$ 275,663.74</u>	<u>\$ 492,553.78</u>	<u>\$ 2,252,547.69</u>	<u>\$ 40.00</u>	<u>\$ (977.20)</u>

Σ a = \$ (937.20)  
b

<u>Explanation of Bank Adjustments &amp; Other:</u>	<u>Instances</u>	<u>Amount</u>
Returned Checks - Non Sufficient Funds (NSF)	14	\$ (1,652.28)
Journal fees/overpayments	1	(35.00)
Bank Adjustments	2	40.00
Uncollectibles	1	710.08
	<u>18</u>	<u>\$ (937.20)</u>

## Exhibit C

### Napa-Vallejo Waste Management Authority Summary of Cash (Shortage) Overage July 1, 2011 through September 30, 2011

<u>Description</u>	<u>Quarter Ended Sep. 30, 2011</u>	
Deposit Slips	\$ 496,542.94	
VISA Slips	272,751.79	
Subtotal	769,294.73	
Deposits Per Cash Report	769,294.58	
Cash (Shortage) Overage	0.15	
Bank Adjustments	40.00 <span style="color: red;">a</span>	
Net Cash (Shortage) Overage	\$ 40.15 <span style="color: red;">b</span>	
<b><u>Shortage is caused by the following</u></b>		
	<b><u>Instances</u></b>	<b><u>Total</u></b>
Cash shortage	13	\$ (9,785.85)
Cash overage	9	9,799.20
Credit Card not accurately accounted for	3	(13.20)
Bank Adjustments	2	40.00 <span style="color: red;">a</span>
Net Cash (Shortage) Overage	27	b \$ 40.15