

Bruce Hanks  
PO Box 2573  
Bandera, TX 78003  
830-328-0062

Mark Bradford  
Board President  
Tarpley Volunteer Fire Department  
Tarpley TX, 78883

RE: Review of Tarpley Volunteer Fire Department bookkeeping practices, and 990 Information Return completion and filing.

Mr. Bradford,

A review with GAAP standards has been conducted on the 2013, 2014, 2015 990 Information Returns. 2016 data was reviewed, yet the 990 had not been filed so this does not complete the review for 2016 EOY.

As with the financial data review, bank statements were used to provide testing samples to prove accuracy. Bank reconciliation reports, when applicable also were used to test the consistency and accuracy of your records, and the information returns.

Samples of deposits and expenses were tested, and no defalcations were detected.

Data used to complete the analysis presented clear and concise. The QuickBooks file was very well managed, and no recommendations for the keeping the books are necessary.

#### Recommendations:

1. Data retention in non-profits is for 10 years. Solution is to use a scanner to produce PDF backups on disks. This is the preferred method for longevity. Duplicates of this allow off-site storage, and redundancy is the solution to prevent data loss. TVFD 3 ring binders of data were returned before I could muster the time to accomplish this scanning for you.
2. Policies are an essential part of managing the non-profit missions. The documentation retention, whistleblower, and conflict of interest policies are part of your government. The 2013 & 2014 990 states you do not have these in place. 2015 990 shows improvement in this area, yet the 2015 states no Whistleblower Policy is in place. The recommendation is that you review your current policies and be sure they fit your mission at its current status.
3. The deposit slips should have a note on them for the source of revenue. Example: Checks have notes on the memo line to tie the payment to an invoice.
4. 3 ring binders for the prior year's ought to be consistent. The two presented are not exact in filing of data, review and adjust accordingly.

Thanks for the opportunity to provide an In-Kind service to the Tarpley Volunteer Fire Department. If you have any questions regarding this response to this work, please call.

Bruce Hanks