

Attachment 7: Audit Committee Report Example

[Date]

Michelle Bohlayer
County Auditor, Office of the County Auditor
60 West Street, Suite 405
Annapolis, Maryland 21401

Dear Ms. Bohlayer:

We have examined the books, accounts, and records supporting the accompanying Balance Sheet as of June 30, 2023, the Statement of Revenues, Expenditures and Encumbrances, and Changes in Fund Balance for the period ending June 30, 2023, and the related Notes to the Financial Statements. Our examination included procedures designed to determine whether tax funds were received, deposited, and disbursed in accordance with approved appropriations and state and local laws and whether the attached financial statements accurately present the [Special Community Benefit District Name] financial position and activity.

Our examination was not an audit performed in accordance with generally accepted auditing standards, which require certain levels of technical training, proficiency, and independence. However, we believe the procedures we performed were sufficient to support our conclusions.

We conclude that the financial statements referred to above accurately present the Balance Sheet of the [District Name] as of June 30, 2023, and the Statement of Revenues, Expenditures, and Changes in Fund Balance for the year then ended, and that the information in the Notes to the Financial Statements is accurate. In addition, in our opinion, the tax funds were received, deposited, and disbursed in accordance with approved appropriations and state and County laws.

(Committee Member)

(Date)

(Committee Member)

(Date)

(Committee Member)

(Date)