

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION



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WAYNE CARNEY
Executive Director

April 7, 2009

Representative Deb Peters, Chair
Government Operations and Audit Committee
500 East Capitol Ave.
Pierre, SD 57501-5070

Dear Representative Deb Peters:

Tim Flannery sent your letter to me via email today in an effort to expedite this matter. As per your request, I will attempt to provide you with the steps we have taken to resolve the FY08 audit finding relating to unclaimed property.

First, we contacted the office of Ronald G Tedrow, CPA for guidance in dealing with the situation. Upon their advice, we sent out letters to all of the outstanding check holders at the last known address we had on file. These letters were mailed out beginning on January 29, 2009. Although we are still getting responses to the letters, we have received responses from a majority of the check holders.

My plan is to meet with a representative from Ronald G Tedrow's office sometime during the week of April 20-24. This person is familiar with my accounting software and will guide me through the steps to be taken in voiding and re-issuing the checks for those check holders with whom we have had contact. We will at that point forward all others to the State Department of Unclaimed Property.

To prevent this from happening in the future, we have put in place a procedure to review stale checks on a regular basis. I will be monitoring the outstanding checks each month when I complete the bank reconciliation.

I am sending this letter to Tim Flannery with the Department of Legislative Audit as per your request. If you have any further question, please do not hesitate to call me at 224-9261.

Sincerely,

Jeannie Davis
Comptroller