

SOUTHEAST MISSOURI AREA AGENCY ON AGING, INC. d/b/a AGING MATTERS

Request for Proposal - Attachment 3

AAA Accounting System Information for FY2022

1	Approximate average number of AAA employees during the audit period:	54
2	Frequency of employee payrolls (monthly, biweekly, weekly, etc):	bimonthly
3	Number & types of bank accounts/frequency accounts are reconciled	
	a. General Operating Accounts:	
	Number of Accounts	1
	Approximate number of disbursements per month	200
	Frequency Reconciled	monthly
	b. Payroll Accounts: <i>Same as General Operating Account</i>	
	Number of Accounts	0
	Approximate number of disbursements per month	108 (EFT)
	Frequency Reconciled	monthly
	c. Depository Accounts:	
	Number of Accounts	9
	Approximate number of disbursements per month	1 per account
	Frequency Reconciled	monthly
	d. Investment Accounts:	
	Number of Accounts	0
	Approximate number of disbursements per month	0
	Frequency Reconciled	N/A
	e. Other Accounts:	
	Number of Accounts	0
	Approximate number of disbursements per month	0
	Frequency Reconciled	monthly
4	Accounting Software:	
	a. Name of accounting software(s) in use during the fiscal year ending 06/30/2022 :	Sage
	b. Was the same software in use the entirety of fiscal year 2022 ?	Yes
	c. If the same software was not in use during the entirety of fiscal year 2022 , indicate the month of the fiscal year the new software was placed in use (e.g. 4th month):	n/a
	d. If the same software was not in use the entirety of fiscal year 2022 , indicate software previously used:	n/a
5	Financial Statements:	
	a. Does the accounting system produce monthly financial statements?	Yes
	b. Do these monthly financial statements include a Balance Sheet(s) and a Statement(s) of Revenues and Expenditures?	Yes
	c. Do the bank reconciliations agree with the cash balances on the monthly Balance Sheet(s)?	Yes
6	If the accounting system does not produce financial statements, what kind of reporting statements are produced?	n/a
7	Pension Plan:	
	a. Does the AAA have a pension plan?	Yes
	b. Is the plan a defined contribution plan or a defined benefit plan?	403(b) - defined contribution
	c. What is the name of the company administering the pension plan?	Edward Jones/American Funds, Great American, Jackson National, and GWM Marketing
8	Chief Financial Officer (CFO):	Marsha Stubbs
	a. Was the same CFO with the AAA for the entirety of fiscal year 2022 ?	Yes
	b. If there was a change in CFO during the fiscal year, please briefly explain.	n/a