Town of the City of Peoria, Illinois

Report to the Town Trustees and Town Officials July 9, 2014



Town of the City of Peoria, Illinois

Report to the Town Trustees and Town Officials July 9, 2014



McGladrey LLP



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July 9, 2014

To the Town Trustees and Town Officials Town of the City of Peoria, Illinois Peoria, Illinois

Attention: Charles Grayeb, Town Trustee

We are pleased to present this report related to our audit of the financial statements of the Town of the City of Peoria, Illinois (Town) for the year ended March 31, 2014. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for Town's financial reporting process.

This report is intended solely for the information and use of the Town Trustees and Town Officials and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the Town.

McGladry CCP

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Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated April 16, 2013.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	Preferability of Accounting Policies and Practices
	Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.
	Adoption of, or Change in, Accounting Policies
	Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Town. Reference should be made to Note 7 to the basic financial statements for new accounting standards adopted during the year ended March 31, 2014. These new standard had no effect on the Town's basic financial statements.
	Significant or Unusual Transactions
	We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.
Audit Adjustments	There were no audit adjustments made to the original trial balance presented to us to begin our audit.

Area	Comments
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Letter Communicating Significant Deficiency in Internal Control Over Financial Reporting	We have separately communicated a significant deficiency noted in internal control over financial reporting during our audit of the financial statements, and this communication is attached as Exhibit A.
Significant Written Communications Between Management and Our Firm	Copies of significant written communications between our firm and the management of the Town, including the management representation letter to be provided to us by management, are attached as Exhibit B.



To the Town Trustees and Town Officials Town of the City of Peoria, Illinois Peoria, Illinois

In planning and performing our audit of the financial statements of the Town of the City of Peoria, Illinois (Town) as of and for the year ended March 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, significant deficiencies or material weaknesses may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following control deficiency to be a significant deficiency:

Segregation of Duties

A limited number of persons have the primary responsibility for performing a significant portion of the accounting and financial duties of the Town. As a result, some of the aspects of internal accounting control, which rely upon adequate segregation of duties, are missing in the Town. Specifically, we noted that the person who initiates and records vendor payments also has access to a signature stamp for one of the authorized check signers. We also noted this same individual has access to the payroll data system and is also responsible for initiating and recording all payroll transactions. Good internal control contemplates an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion. Also, when electronic data processing is involved, the functions of data entry, computer operations, control over programs and data files, and control over input and output should be separated. We wish to emphasize that a strong system of management supervision (and often, trustee involvement) and periodic review procedures over financial operations are important in organizations that do not have personnel available to properly segregate accounting and financial duties, to help mitigate this condition.

This communication is intended solely for the information and use of the Town Trustees, Town Officials and management, and is not intended to be and should not be used by anyone other than these specified parties.

Peoria, Illinois July 9, 2014

McGladrey CCP



TOWN OF THE CITY OF PEORIA, ILLINOIS

Joseph P. Whalen - Township Supervisor

Serving the People where they live.

July 9, 2014

McGladrey LLP 401 Main Street, Suite 1200 Peoria, Illinois

This representation letter is provided in connection with your audits of the basic financial statements of the Town of the City of Peoria, Illinois (the "Town" or "Township"), as of and for the years ended March 31, 2014 and 2013, for the purpose of expressing an opinion on whether the statements of cash basis financial position and changes of cash basis financial position are presented fairly, in all material respects, in accordance with the Township's accounting policies consistently applied.

We confirm, to the best of our knowledge and belief, as of July 9, 2014:

Financial Statements

- 1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated April 16, 2013, for the preparation and fair presentation of the financial statements referred to above in accordance with the cash basis of accounting as described in Note 1 to the financial statements.
- 2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take.
- 5. Related-party transactions, including those with other organizations for which the nature and significance of their relationship with the Township are such that exclusion would cause the reporting Town's financial statements to be misleading or incomplete, any jointly governed organizations in which the Township participates, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements, and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements accounting principles generally accepted in the United States (U.S. GAAP).
- 6. All events subsequent to the date of the financial statements and for which U.S GAAP requires adjustment or disclosure have been adjusted or disclosed.

Joseph P. Whalen, Township Supervisor

205 S.W. Adams St. Peoria, IL 61602 Phone: (309) 674-8237 Fax: (309) 674-8347

E-mail: jwhalen60@hotmail.com

- 7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- 8. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Net positions and fund balance classifications.
 - b. All leases and material amounts of rental obligations under long-term leases.
 - c. The effect on the financial statements of the following GASB Statements, which have been issued, but which we have not yet adopted.
 - GASB Statement No. 67, Financial Reporting for Pension Plans—an amendment of GASB Statement No. 25
 - ii. GASB Statement No. 68, Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27
 - iii. GASB Statement No. 69, Government Combinations and Disposals of Government Operations
 - iv. GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68
 - d. Deposits and investment securities categories of risk.
- There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with Statement of Financial Accounting Standards No.5.
- 10. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statement.
- 11. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and OMB Circular No. A-133, because we have not received, expended, or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
- 12. Fund balances are properly classified and, when applicable, approved.
- 13. Expenses or expenditures have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 14. Receipts are appropriately classified in the government-wide financial statements as program receipts and general receipts.
- 15. We agree with the findings of specialists in evaluating the Post-employment Benefits Plan and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
- 16. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

- 17. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Township Board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 18. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 19. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
- 20. We have no knowledge of allegations of fraud or suspected fraud, affecting the Town's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
- 21. We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements received in communications from employees, former employees, analysts, regulators, short sellers, or others.
- 22. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations whose effects were considered when preparing financial statements.
- 23. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
- 24. We have disclosed to you the identity of the Town's related parties and all the related-party relationships and transactions of which we are aware.
- 25. We have informed you of all significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Town's ability to record, process, summarize, and report financial data.
- 26. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Supplementary Information

27. With respect to the management's discussion and analysis, the schedules of funding progress, and the budgetary comparison information presented as required by the Governmental Accounting Standards Board to supplement the basis financial statements:

- a. We acknowledge our responsibility for the presentation of such required supplementary information.
- b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by the cash basis of accounting as described in Note 1 to the financial statements.
- The methods of measurement or presentation have not changed from those used in the prior period.
- 28. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

TOWN OF THE CITY OF PEORIA, ILLINOIS

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Town Clerk

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Town Collector

Bookkeeper



To the Town Supervisor Town of the City of Peoria, Illinois Peoria, Illinois

We have submitted, under separate cover, the basic financial statements of the Town of the City of Peoria, Illinois, for the year ended March 31, 2014, and our report thereon, dated July 9, 2014. The basic financial statements referred to herein consist of the statements of activities and changes in cash and cash equivalents and statement of cash receipts, disbursements and changes in cash and cash equivalents of each major governmental fund of the Town of the City of Peoria, Illinois, for the year ended March 31, 2014. Our report on the basic financial statements expressed an unmodified opinion on the cash transactions of the funds of the Town of the City of Peoria, Illinois, for the year ended March 31, 2014.

The accompanying Exhibits A through E of the Town of the City of Peoria, Illinois, are for the year ended March 31, 2014, solely for your use in preparing the required publication report. These Exhibits of the publication report do not include all of the disclosures required for a fair presentation and, therefore, do not constitute an adequate presentation of the Town's cash transactions. However, the omitted disclosures are included in the separate financial report of the Town, and reference should be made to that report for additional financial details and disclosure information.

Our audit of the basic financial statements of the Town of the City of Peoria, Illinois, for the year ended March 31, 2014, was made for the primary purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole and should be read in conjunction with those statements and related notes.

Peoria, Illinois July 9, 2014

McGladry CCP

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Town of the City of Peoria, Illinois

Statements of Activities and Changes in Cash and Cash Equivalents - Cash Basis Year Ended March 31, 2014

				Р	rogr	ram Receipt	ts			isbursements) Receipts and
		Cash	Ch	arges	(Operating	С	apital	,	Changes in
	D	isbursements	for S	Services		Grants		rants		Net Assets
Governmental activities:										
General government	\$	(1,283,079)	\$	-	\$	•	\$	-	\$	(1,283,079)
Public welfare		(1,408,646)		-		109,541		-		(1,299,105)
Total governmental										
activities		(2,691,725)	\$	-	\$	109,541	\$	-		(2,582 <u>,</u> 184)
General receipts:										
Taxes: Property										2,167,600
Illinois replacement										2, 167,600
Interest										273,177 5,777
Miscellaneous										95
Total general receipts										2,446,649
. Can general 7000.pa										2,110,010
Change in cash and cash equivalents										(135,535)
Cash and cash equivalents:										
Beginning										2,148,678
Ending									\$	2,013,143
Cash and cash equivalents: Unrestricted									\$	2,013,143

See Notes to Basic Financial Statements.

Town of the City of Peoria, Illinois

Combining Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents - Cash Basis - Governmental Funds General Fund, by Accounts Year Ended March 31, 2014

		General Town Account	General Assistance Account	Retirement Account	,	Total General Fund
Receipts:						
Property taxes	\$	585,214	\$ 1,517,356	\$ 65,030	6	2,167,600
Illinois replacement taxes		233,430	-	39,747		273,177
Temporary assistance reimbursements		-	109,541	-		109,541
Interest		2,823	2,592	362		5,777
Miscellaneous		95	_	<u> </u>		95_
		821,562	 1,629,489	105,139		2,556,190
Disbursements:						
General government		913,697	256,347	113,035		1,283,079
Public welfare		-	1,408,646	-		1,408,646
		913,697	1,664,993	113,035		2,691,725
(Deficiency) of receipts over disbursements		(92,135)	(35,504)	(7,896)		(135,535)
Cash and cash equivalents:						
Beginning	_	978,917	 1,047,429	122,332		2,148,678
Ending	\$	886,782	\$ 1,011,925	\$ 114,436	<u> </u>	2,013,143
Cash and cash equivalents:						
Assigned for:						
Retirement	\$	-	\$ -	\$ 114,436	5	114,436
Public welfare		-	1,011,925	-		1,011,925
Unassigned		886,782	 	-		886,782
	\$	886,782	\$ 1,011,925	\$ 114,436	<u> </u>	2,013,143

Town of the City of Peoria, Illinois General Town Account

Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents - Budget and Actual Year Ended March 31, 2014

		Original Budget		Final Budget	Actual
Receipts:					
Property taxes	\$	588,386	\$	588,386	\$ 585,214
Illinois replacement taxes		164,443		164,443	233,430
Interest		3,500		3,500	2,823
Miscellaneous		<u> </u>			95_
		756,329		<u>756,329</u>	 821,562
Disbursements:					
Assessor's office:		400.404			
Salary, assessor		103,404		103,404	103,403
Salary, deputies		313,110		313,110	263,259
Office supplies and expense		4,630		4,630	4,055
Telephone		800		800	292
Printing, publishing and photographic services		500		500	319
Purchase and rental of equipment		8,500		8,500	5,899
Transportation and travel		12,900		12,900	8,828
Repairs and maintenance of equipment		3,500		3,500	3,492
Subscriptions, dues, fees and education		2,750		2,750	2,469
Office rent		1,400		1,400	1,363
		451,494		451,494	393,379
Town Clerk's office:			-		
Salary, town clerk		6,000		6,000	6,000
Salary, office help		57,000		57,000	52,484
Office supplies		1,000		1,000	998
Printing and publishing		600		600	379
Transportation and travel		2,200		2,200	2,200
Purchase and rental of equipment		650		650	705
Maintenance		550		550	371
Record restoration		200		200	31
resort restoration		68,200		68,200	63,168
Supervisor's office:	-				
Salary, supervisor		86,785		86,785	86,785
Transportation and travel		2,200		2,200	2,586
Life insurance		400		400	-
		89,385		89,385	 89,371
Town Collector's office:				_	-
Salary, town collector		6,000		6,000	5,542
Salaries		26,600		26,600	12,021
Transportation and travel		2,300		2,300	2,200
Training and education		200		200	· <u>-</u>
Public tax notice		700		700	_
General liability bond		21,000		21,000	21,324
Data processing fees		100		100	, ,
Maintenance		400		400	316
Postage		500		500	248
Office supplies		800		800	233
		1,400		1,400	423
Equipment purchase/rental		60,000			42,307
		00,000_		60,000	42,307

(Continued)

Town of the City of Peoria, Illinois General Town Account

Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents - Budget and Actual (Continued)

Year Ended March 31, 2014

	Original Budget	Final Budget		Actual
Disbursements (Continued):	 •		_	-
Other:				
Attorney fees	\$ 7,000	\$ 7,000	\$	19,870
Auditing	27,000	27,000		27,600
Other professional services	5,000	5,000		-
Office supplies	1,400	1,400		1,100
Elected trustees	33,000	33,000		32,750
Insurance	8,000	8,000	ı	7,741
Provision for contingencies	5,000	5,000	ı	-
Salaries	43,050	43,050	ı	43,050
Dues and membership fees	2,000	2,000		1,640
Equipment repair and maintenance	250	250		-
Group insurance	145,000	145,000		124,603
Computer services	3,600	3,600	ı	3,551
Capital purchase	1,600	1,600	ı	1,700
Training and education	1,000	1,000	ı	1,075
Postretirement benefits	59,000	59,000		58,000
Other	 2,07 <u>5</u>	2,075		2,792
	 343,975	343,975		325,472
	 1,013,054	1,013,054		913,697
(Deficiency) of receipts over				
disbursements	 (256,725)	\$ (256,725	<u>)</u>	(92,135)
Cash and cash equivalents: Beginning				978,917
 gg				
Ending			\$	886,782

Town of the City of Peoria, Illinois General Assistance Account

Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents - Budget and Actual

Year Ended March 31, 2014

		Original Budget		Final Budget		Actual
Receipts:	•	4 505 444	•	4 505 444	•	4 547 050
Property taxes	\$	1,525,444	\$	1,525,444	\$	1,517,356
Temporary assistance reimbursements		90,000		90,000		109,541
Interest		4,000 1,619,444		4,000 1,619,444		2,592 1,629,489
		1,015,444		1,015,444		1,029,409
Disbursements:						
Relief disbursements:						
Medical:						
Drugs						92,376
Other						6,060
		132,000		132,000		98,436
Emergency assistance:						
Transportation vouchers						24,990
Utilities vouchers						418,839
Medication vouchers						35,958
Dental vouchers						26,090
Optical vouchers		544.000		544.000		30,358
		541,000		541,000		536,235
Funeral and burial		3,000		3,000		1,500
Direct grant		676,400		676,400		711,240
Heartland Clinic		50,000		50,000		50,000
Center for Prevention of Abuse		10,000		10,000		10,000
Other		2,000		2,000		1,235
		741,400		741,400		773,975
Total relief disbursements		1,414,400		1,414,400		1,408,646

(Continued)

Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents - Budget and Actual (Continued) Year Ended March 31, 2014

		Original Budget	Final Budget	Actual
Disbursements (Continued):				
Administrative disbursements:				
Salaries	\$	180,404	\$ 180,404	\$ 183,134
Office supplies		4,900	4,900	4,775
Equipment maintenance and rentals		4,680	4,680	4,059
Postage		4,500	4,500	3,949
Office rent and maintenance		5,960	5,960	4,873
Equipment purchases		2,500	2,500	3,374
Travel and education		3,000	3,000	2,058
Telephone		5,100	5,100	6,088
Group insurance		23,000	23,000	14,408
Postretirement benefits		8,500	8,500	-
Provision for contingencies		5,000	5,000	-
Professional services		28,350	28,350	27,321
Computer maintenance and purchases		2,500	2,500	2,308
Total administrative disbursements		278,394	278,394	256,347
		1,692,794	1,692,794	1,664,993
(Deficiency) of receipts over				
disbursements	<u>\$</u>	(73,350)	\$ (73,350)	(35,504)
Cash and cash equivalents:				
Beginning				 1,047,429
Ending				\$ 1,011,925

Town of the City of Peoria, Illinois Retirement Account

Statements of Cash Receipts, Disbursements and Changes in Cash and Cash Equivalents -**Budget and Actual**

Year Ended March 31, 2014

		Original Budget	Final Budget		Actual
Receipts:		<u> </u>			_
Property taxes	\$	65,376	\$ 65,376	\$	65,030
Illinois replacement taxes		28,077	28,077		39,747
Interest		300	300		362
		93,753	93,753		105,139
Disbursements:					
Pension contributions		61,000	61,000		53,207
Employer payroll taxes		67,000	67,000		59,828
		128,000	128,000		113,035
(Deficiency) of receipts over					
disbursements	_\$	(34,247)	\$ (34,247)	<u> </u>	(7,896)
Cash and cash equivalents:					
Beginning					122,332
Ending				\$	<u>114,436</u>

State of Illinois County of Peoria Town of the City of Peoria, Illinois

OFFICE OF TOWN SUPERVISOR

The following is a statement by Joseph P. Whalen, Supervisor of the Town of the City of Peoria in the County and State aforesaid, of the amount of public funds received and expended by him during the fiscal year just closed, ending on the 31st day of March 2014, disclosing the amount of public funds on hand at the commencement of the said fiscal year, the amount of public funds received and from what sources received, the amount of public funds expended and for what purposes expended, during the fiscal year ended as aforesaid and the amount of public funds on hand at the end of said fiscal year.

The said Joseph P. Whalen, being duly sworn doth depose and say that the following statements by him subscribed, are correct statements of the amount of public funds on hand at the commencement of the fiscal year above stated, the amount of public funds received and the sources from which received, and the amount expended and the purposes for which expended, and the amounts of public funds on hand at the end of said fiscal year as set forth in said statement, said statement is prepared from the financial report of the accounts of Joseph P. Whalen for the fiscal year ended March 31, 2014.

		JOSEPH P. WHALEN	•
Subscribed and sworn to before me, this _	day of	, 2014	
	<u></u>		
		NOTARY PUBLIC	