

October 5, 2018

Board of Directors
Hudson Mohawk Road Runners Club

In planning and performing our audit of the statement of cash receipts and disbursements of Hudson Mohawk Road Runners Club (the Club) for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Club's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Club's internal control. Accordingly, we do not express an opinion on the effectiveness of the Club's internal control.

However, during our audit we became aware of deficiencies in internal control, other than significant deficiencies and material weaknesses, and matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated October 5, 2018, on the financial statement of the Club.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Club personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Club, and is not intended to be, and should not be, used by anyone other than those specified parties.

Sincerely,

Marvin and Company, P.C.

REVIEW AND APPROVE BANK RECONCILIATIONS

We were advised that bank reconciliations are not reviewed and approved by a responsible official. We recommend that bank reconciliations be reviewed and approved by a responsible official and that the reconciliations be initialed or signed as an indication of approval. This review should include tests of mechanical accuracy and tracing of items on the reconciliation to the relevant source documents.

HAVE MANAGEMENT REVIEW BANK STATEMENTS

We recommend that management (who is not the preparer) open the bank statements and review them for unusual checks or other transactions before giving them to the preparer of the bank reconciliation. Management's review of the bank statement will ensure that unusual items are investigated on a timely basis. Management's review of the bank statement should be documented by initials or signature and date of the reviewer.

IMPROVE CASH RECEIPTS PROCEDURES

We tested sixty (60) cash receipts transactions. The following deficiencies were noted:

Twenty (20) instances in which the cash receipt tested was not supported by documentation (i.e. an award letter, billing invoice, published rate, copy of payor check). In eighteen (18) of those instances, the cash receipt was supported by a validated deposit receipt.

Six (6) instances in which the Club was unable to provide a validated deposit receipt to support the cash received. We traced those instances to the deposit posted to the bank statement.

One (1) instance in which the total cash received (\$168) was greater than the amount deposited and recorded in the general ledger (\$163).

We recommend that management design and implement controls to ensure that cash receipts are supported by sufficient detail and a validated deposit receipt, and that cash received is properly recorded in the general ledger.

IMPROVE CASH DISBURSEMENTS PROCEDURES

We tested sixty (60) cash disbursements transactions. The following deficiencies were noted:

One (1) instance in which the math accuracy of the invoice was not checked. The total per the invoice and amount paid was \$310. The invoice extended (hours X rate) was \$270.

Fifteen (15) instances in which supporting invoices were not initialed or signed to reflect review of the invoice and final approval for payment.

Invoices are not marked "Paid" or otherwise effectively cancelled to preclude the possibility of them being paid a second time.

Supporting invoices/documents should be initialed or signed to reflect final approval for payment. We recommend that a stamp imprint providing for check number, date paid, account charged, approval of footings and extensions, and final approval for payment be stamped on the supporting invoices/documents. After the check is signed, the underlying documents should be marked "Paid" or otherwise cancelled to prevent re-use.

These procedures will help prevent unauthorized payment of invoices or invoices from being paid twice.