

**CITY OF KEO  
PO BOX 35  
KEO, AR. 72083**

*April 25, 2022*

*Division of Legislative Audit  
Jerry Garrett,  
172 State Capitol  
Little Rock, Arkansas 72201  
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*Dear Mr. Garrett,*

*During the exit meeting with Auditor Stephenie Reeves, it was brought to my attention that the following procedure should be addressed:*

*Finding # 1 - LOM309121-003 was wages reported on the IRS quarterly 941 reports did not agree with IRS form W-3 or the payroll records by \$750 and \$500 in 2021 and 2020, respectively. A similar supplemental finding was noted in the prior year.*

*Finding #2 - LOM309121-004 was a fixed asset listing was established, but did not include all additions, as required by Ark. Code Ann. §14-59-107. A Dell Latitude notebook purchased for \$ 1,242.45 with CARES funds was not added to the listing.*

*We intend to comply with the above findings. Thank you for your consideration of this matter. And we plan on getting these items corrected and to try and comply and do things correctly in the future.*

*Sincerely,*

*Clara Jean Hughes*

*Recorder/Treasure for the City of Keo*