

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION (SAPOA)

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION TREASURER'S BOOK

September 1, 2014 – August 31, 2015

An audit of the SAPOA Treasurer's Book was completed September 21–23, 2015. All documents pertaining to the financial matters of SOPOA are contained in this book and are filed according to category:

1. **REPORTS** – Treasurer's Balance Sheets for the General (Operating) Account and Beach Road Account. These reports include detailed income receipts, disbursements (expenses) and interest earned. Reports are signed by Marydee Countryman, SAPOA treasurer and Annemarie Monterra, AM Financial Consulting. The most recent report filed is dated August 2015. Attached to each monthly balance sheet is a copy of the approved yearly budget, with the updated actual expenses noted. 3 SOPOA delinquency lists (of dues) are filed in this section, the most recent one dated June 30, 2015.
2. **CHECK REGISTERS** – spreadsheets listing deposits and checks for both the Operating (General) and Beach Road Account are filed in this section. Copies of checks written on the Operating (General) Account are also filed here.
3. **OPERATING (GENERAL) ACCOUNT BANK STATEMENTS** – filed in this section are monthly bank statements from First Federal, P. O. Box 351, Port Angeles, Washington. Copies of written checks are attached to these statements; each check notes the reason for the expense. A SOPOA Reconciliation Detail Summary is attached to the bank statements. General correspondence from First Federal is also filed here. Each reconciled bank statement is initialed and dated by Annemarie Monterra.
4. **MUSSEL BEACH ROAD BANK STATEMENTS** – this section contains the same documents as noted in Operating (General) Account Bank Statement Section, but pertaining to the Mussel Beach Road Account.
5. **DEPOSIT INFORMATION** – deposit summaries for the Operating (General) Account are filed here.

A SOPOA Customer Contact List, dated September 13, 2014 is included in this section.

Invoices and receipts for both accounts are filed in a red folder in this book.

Copies of the 2013-2014 SOPOA Reserve Study, Rules and Regulations (for conducting SAPOA business, not part of the bylaws) and Treasurer's Procedure List are filed in the back pocket of this book.

This SAPOA Treasurer's Book contains all documents as noted above. Random verifications of account balances were completed during this audit. Only minor discrepancies (clerical) were noted and clarified with Annemarie Monterra. AM Consulting continues to do an excellent job maintaining the SAPOA financial documents.

A copy of this audit will be presented at the next regularly scheduled SAPOA Board Meeting.

Anne M. Stiles

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