

Sunshine Acres Property Owners Association (SAPOA)

September 1, 2016 – August 31, 2017 Operating (General) Account and Mussel Beach Road Account
Treasurer's Book

An audit of the SAPOA Treasurer's Book was completed the week of January 19, 2018. Document in this book are filed according to category:

1. **REPORTS** – includes the monthly Treasurer's Balance Sheets for the General (Operating) Account and Mussel Beach Road Account. These reports include detailed income receipts, disbursements (expenses) and interest earned. Each report is signed and dated by Dave Wescott, SAPOA treasurer and Annemarie Monterra, AM Financial Consulting. Budget expenditures are indicated with respect to variances from proposed yearly budget. There are detailed spreadsheets which indicate property owners in SAPOA and dues paid to date.
2. **CHECK REGISTERS** – Spreadsheets for both the Operating (General) and Beach Road Accounts registers are included in this section plus copies of the check register.
3. **OPERATING (GENERAL) ACCOUNT BANK STATEMENTS** – Monthly bank statements from First Federal, P.O. Box 351, Port Angeles, Washington are included in this section with monthly bank reconciliations, initialed by Annemarie Monterra.
4. **MUSSEL BEACH ROAD BANK STATEMENTS** – Same documents as noted in Operating (General) Account Bank Statement Section with monthly bank reconciliations, initialed by Annemarie Monterra.
5. **DEPOSIT INFORMATION** – includes detailed monthly deposit summaries for the Operating (General) Account.

A red folder included in this binder contains invoices for both accounts.

This SAPOA Treasure's Book contains all documents as noted above. Random verifications of account balances were completed during this audit and no discrepancies were noted.

This SAPOA Treasure's Book has been maintained in an exceptionally detailed manner. All related financial information is clearly documented and filed in an organized manner. The SAPOA members and AM Financial Consulting who continue to manage the finances and related documents for the Sunshine Acres property owners should be commended for their effort.

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