

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION (SAPOA)

SEPTEMBER 1, 2017 – AUGUST 31, 2018

An audit for the SAPOA records was completed the week of June 4, 2018 and again on November 4, 2019. As the books were handled by several people with the turning over of the books from AM Financial Consulting to Transblue on or about September 1, 2017 there was much confusion on how to go about taking care of the books. Upon the request of the SAPOA Treasurer, Annemarie Montera, as a property owner, volunteered to do an audit of the books for the period September 1, 2017 – April 31, 2018 during the week of 6/4/2018 where all the bills and deposits were input and reconciled which produced audited financials as of 5/31/2018 that matched the bank statements as of that date.

On or about 09/28/2019, Annemarie Montera, as a property owner, volunteered to do an audit of the SAPOA books as 8/31/2019. Upon receiving the books, it was found that there had been no formal audit done by a SAPOA representative of the Transblue bookwork for SAPOA. This was, therefore, completed on 11/4/2019 using check registers and bank statements to reconcile the books. Upon completion of said audit, it was found that the reconciled operating account balanced differed from the approved Treasurer's report by an amount of \$50.01. This appears to have been due to underreporting a \$50 "transfer fee" as Lien income and an addition error of \$.01. It was in the register and bank but not in the bookwork. REVISED audited reports were, therefore, prepared for approval at the next General Meeting.

All paperwork was handed over and auditor sorted through it all and organized it into a Treasurer's Book that was in the same format as former years. Some invoices paid were missing from the paperwork that the current Treasurer will find and place in the book as well as to have the Treasurer of record sign all the reports in the book. All Operating and MBR Bank Statements are in the book and the check registers have been included as well.

It is suggested that the Treasurer work to maintain the records in the manner they have been maintained in the past so that all records are clearly and properly stored and available for any review in the future.