

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION (SAPOA)

SEPTEMBER 1, 2019 – AUGUST 31, 2020

An audit for the SAPOA records was completed on 6/15/2021.

After receiving everything from the previous Board, Annemarie Montera, as acting Treasurer, volunteered to do an audit of the SAPOA books as 8/31/2020. Bell & Bell, CPAs was hired to complete the bookwork for the Fiscal year and prepared the 1120-H file for that year. They were given copies of the checks deposited and all of the Bank Statements and they prepared copy of a Balance Sheet and Income Statement which were prepared in QuickBooks.

Auditor found that the books were handled by several people with the turning over of the books from one Treasurer to another. The Property Management Companies used in the past were no long involved in the financial recordkeeping and various people who were appointed to be the Treasurer over the period. The Auditor found the registers to be done with no deposits or deposits with no description of what they were for were entered into the register. The check information was recorded, for the most part, in the registered but there was no running balance noted most of the time period.

The Legal Reserve needed to be adjusted to include the fees collected and fees spent as well as to make the \$2,000 deposit to reserves that SAPOA's approved Reserve Study stated we were to do, by the Auditor. It was found that the 2019-2020 \$4,000 reserve amount due to MBR account was made and a check was given to DNR to cover the Boat Lease reserve account that they required that year to be changed to an Escrow account held by them. So, the Reserve amount we had done in previous years is no longer needed. Upon reviewing previous years, SAPOA still owes the MBR account the Reserve Study deposits for 2018-2019 to update the account to its proper requirements per the approved Reserve Study as of 8/31/2020.

All paperwork was received by the Auditor from the outgoing Board Members, but it needed to be sorted and organized. The Auditor did this and set up a Treasurer's Book that was in the same format as former years. Some invoices paid were missing but the checks matched the Bank Statements. All Operating and MBR Bank Statements are in the book and the check registers given to Auditor were included as well. The rebuilt register from these and the bank statements are included in the notebook as well.

It is suggested that the Treasurer work to form a Finance Committee in order to have a more coherent and orderly way of taking care of the finances of the Association in the future. With a committee there will be the ability to have a consistent and orderly maintenance of the records from one year and Board to another.

The deposits need to be tracked in a better manner than they have been and any way that they are done needs to note the date of the deposit as well as the amount as that is helpful to

include for Auditor to track the paperwork. The current Treasurer will work on building that log from the copies of checks turned over.

The Auditor will be working with or participating as the Treasurer and will work to train the Finance Committee so we can pass on the best practices for handling our finances in the future.

Annemarie Montera

6/15/2021