

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION (SAPOA)

SEPTEMBER 1, 2020 – MAY 31, 2021

An audit for the SAPOA records was completed on 6/16/2021.

After receiving everything from the previous Board, Annemarie Montera, as acting Treasurer, volunteered to do an audit of the SAPOA books as 5/31/2021. Auditor was given copies of the checks deposited and all of the Bank Statements as well as all of the receipts for payments in their possession. The Auditor

Auditor found that the books were handled by several people with the turning over of the books from one Treasurer to another and there was no cohesive change from one Treasurer to another in how the books were being taken care of. It appears that the Board set up a system that they would gather all of the pertinent information to give to a CPA to do the bookwork and production of Financial Reports.

The Auditor decided that the only way to Audit the books was to actually DO the books (as the CPA firm would have done) and so that is what was done.

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. 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 as well as the contribution for 2020-2021 so a total of \$8000 must be made prior to the end of the Fiscal Year to make sure the account has been brought up-to-date.

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 reported in the register matched the Bank Statements and those not noted in the register were accounted for from the Bank Statements.

All MBR Bank Statements were found but there was a missing bank Statement for the Operating Account for February 2021. A copy of it was requested and received from the bank 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.

Once again, 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 new Treasurer is going to work on Fiscal year 2019-2020 and 2020-2021 trackers from the copied checks deposited and to update the database for all payments received to be able to accurately account for delinquent dues owed by members.

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

6/16/2021