

Summary of Audit Tasks:

Check each deposit from checks and Cheddar Up.

- Confirm each transaction for properties in parts 7, 8, & 9 are allocated correctly to regular and lift amounts
- Confirm each deposit shows up on regular bank statement; each xfr to lift shows up on lift bank statement

Confirm deposits, and transfers to lift, for each quarter matches what appears on financial statements regular & lift

Spot check that individual homeowner deposits are reflected on the property master. You can do all if desired.

Confirm that the total of all deposits equals the sum of payments on the property master.

- Note: corrections to overpayments or checks returned for insufficient funds reduces the income vs. what was initially deposited. Checks returned for insufficient funds are reflected on the financial reports as reduction in income and the property record shows the original payment reversed. Same applies to overpayments reversed by sending a check to the homeowner.

Review expenses – regular and lift accounts

- Confirm expenses appearing on bank statements for each quarter are summarized on financial statements properly – to the correct categories and totals match. A check register will show if a given payment was split between two or more expense categories.
- Confirm expenses are supported by invoices, receipts, or other documentation. Expenses that are not budgeted should be supported by evidence of Board awareness (policy as of 2021). Might be email, Board meeting minutes, etc.

Review financial statements – regular and lift accounts

- Confirm the January beginning cash balance on the bank statement matches the beginning cash balance on the first quarter financial reports.
- Confirm the ending cash balances on each quarterly financial report matches the ending cash balance on the bank statement for that quarter.
- Confirm the ending cash balance on each quarterly financial report matches the beginning cash balance for the next quarter's report.
- Confirm beginning cash balance, plus income, minus expenses, equals the ending cash balance for each quarter.