

Lushmeadows Association  
Audit Committee  
Mariposa, CA

September 21, 2018

Lushmeadows Association Board of Directors  
Mariposa, CA

Dear Lushmeadows Board,

The Lushmeadows Audit Committee met on September 14, 2018 and thoroughly analyzed the Financial Records for the period July 1, 2017 - June 30, 2018.

We appreciate the efforts of the Treasurer and Financial Secretary for their work in maintaining the financial records for the Lushmeadows Association, including posting all transactions on Quickbooks. Physical copies of invoices, checks, bank statements, and all related financial records were kept in good order and available to our Committee. Unfortunately, we did not have access to the Financial Secretary's ledger, and therefore could not verify the income against the Treasurer's ledger.

Most of the records that we did see were kept well, with some errors which will be noted below:

- Check #311 for \$100 for Petty Cash was not recorded in the Treasurer's ledger.
- There was a heading of "undeposited funds" in the ledger that probably should be changed when the funds are taken to Yosemite Bank.
- There are no copies of the 4 PG&E Lake Electricity Bills. And, each entry in the Treasurer's Ledger had a memo of "8 months". We did not know what that meant.
- The Treasurer's Ledger Feb 15, 2018 entry shows check #347 for a deposit. This should be blank, as it is not a check.
- The Lakes and Grounds Petty Cash total was off \$.78.
- There were two entries on the Treasurer's Ledger of similar payments to Sierra Telephone on Feb 15, 2018. One was for \$108.86, and the other was for \$108.70. The actual bill shows \$108.70.

- On October 2, 2017, a \$22,360.00 transfer was made from the Money Market account to Checking. This is shown on the Yosemite Bank Statement. However, there is no entry in Quickbooks for the deposit into the Checking Account. **This deposit needs to be entered into Quickbooks.**
- Two entries for Facility Use and Rental on June 4, 2018 and June 7, 2018 were in the “Accounts Receivable” heading. These should be switched to the “Facility Use & Rental” heading.

Our Recommendations:

- When receiving homeowner’s dues, please put a note on which member’s property it is applied to, if the payer’s name does not match the property owner’s name.

No inventory was made of the Safe Deposit box this year.

Sincerely yours,

Carol Fong, Chairperson, Lushmeadows Audit Committee

Candy Harrison - Audit Committee Member

Barbara Milazzo - Audit Committee Member

Sue Young - Audit Committee Member