

Lushmeadows Association  
Audit Committee  
Mariposa, CA

October 5, 2019

Lushmeadows Association Board of Directors  
Mariposa, CA

Dear Lushmeadows Board,

The Lushmeadows Audit Committee met on September 26, 2019 and thoroughly analyzed the Financial Records for the period July 1, 2018 - June 30, 2019.

The Treasurer and the Financial Secretary are to be commended for their painstaking work, recording all of the financial transactions for the Association. The Quickbooks software is a great tool for our Association, and it requires much time to enter the all the data. We appreciate the efforts by the Treasurer and Financial Secretary to maintain professional records for the benefit of Lushmeadows. The financial records were kept in proper order. All invoices, receipts, checks, and statements were easily accessible.

There were a few minor discrepancies that we wish to report that we could not reconcile:

- Check #447 was for \$39.77. It should have been \$45.76.
- Check #453 was for \$136.14. It should have been for \$136.08.
- Numerous check numbers were not entered correctly in Quickbooks. These were checks written to the Association.
- On the Financial Secretary's ledger, there were a few entries that were entered twice.
- On the Financial Secretary's ledger it is unclear where the SCOPE donation is listed.
- There was an entry in the Treasurer's ledger for a \$40 credit, but it is not in the Financial Secretary's ledger.

Overall, my recommendation is that training be obtained and budgeted for to train numerous Board members on how to use Quickbooks. Perhaps the Association can sponsor a class open to any member in Lushmeadows on learning Quickbooks.

I did not look into the Safe Deposit Box for this audit.

Sincerely Yours,

Carol Fong, Chairperson of the Audit Committee

Catherine Burke, Member of the Audit Committee  
Susan Howerton, Member of the Audit Committee  
Carol Skyrud, Member of the Audit Committee