

QWHA Financial Documents Review  
Conducted by Rebecca Owen and Bob Noble  
Spring 2019

**Report provided by Rebecca Owen – August 11, 2019**

First of all, I am not an auditor, nor is this an audit. I spent time looking at the way expenses and income are entered and tracked.

I looked at a sampling of invoices and amounts for several months over the course of three years to see if the record keeping was accurate and complete.

I looked to see if amounts of over \$100 appeared to have a reimbursement request and that there was a counter signature.

I looked to see if utility bills and salaries were stable and reasonable.

I noted the balance between interest bearing accounts and current accounts to see if our interest income was being maximized.

I noted if bill payments and deposits were happening promptly.

I looked at a sampling of dues records to make sure fees were correctly attributed.

I created one comprehensive three month tracking of income and expenses with notes for a complete example of cash flow for a part of the period.

In all, I found there had been clear care and diligence shown in tracking and accounting for the expenditures. There were some small notes on suggestions below, but I think this is a working system and homeowners are well served by the process.

Notes:

1. Binders need label dividers, stickies (post-its) are dangerously temporary.
2. If a duplicate record is needed, then a note needs to be on the record or a clear notation is needed that it is a replacement.
3. There were one or two handwritten invoices, maybe not as professional, but were ok.
4. A reminder that invoices are needed for everything, although it was very rare not to have one.