

**The Village at Innsbrook HOA
Audit Committee Meeting
November 9, 2023**

Committee Members Present:

Betty Overbey, Chair
Sophie Gutner
Chris Rouse

Others Present:

Patsy Ledford, Treasurer

The meeting was called to order by Betty Overbey at 7:00 PM.

Goal: To complete audit reviews for the 2nd and 3rd quarter of 2023.

The following reviews were completed; the process being to open each monthly bank statement and reconcile with receipts from the same period with reviewers initialing each document:

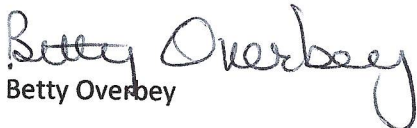
April, 2023	Both Checking and Money Market accounts were reconciled.
May, 2023	The same process was followed with no discrepancies found.
June, 2023	Both accounts were reconciled with no discrepancies found.
July, 2023	Accounts reviewed and reconciled.
August, 2023	Accounts reviewed and reconciled.
September, 2023	Accounts reviewed and reconciled.

Patsy reported that Quick Books records have been "off" over the years. The finances are correct, but some entries were incorrect. She has been able to go back to "undo" some of the incorrect entries.

The final Audit Committee meeting will be held on January 9, 2024 to reconcile the 4th quarter books.

The meeting was adjourned at 8:00 PM.

Respectfully submitted:


Betty Overbey