

The Village at Innsbrook Homeowner's Association

Audit Committee Review of Second Quarter 2019

July 18, 2019

Directors Present: Diane Minear – Secretary

Committee Members Present: April Duff, Elaine Kirby, Mike Hamway

1. The meeting commenced at 6 p.m.
2. Reviewed deposits to operating account, as well as money market and operating account statements ensuring accuracy of transfers from money market account to operating account. No discrepancy.
3. Reviewed all withdrawals from operating account ensuring each entry had a corresponding invoice and if applicable a cancelled check image. All check images were reviewed for two signatures. All bills requiring two signatures were reviewed. Reviewed journal entries; no discrepancies found.
4. Minutes for all 2nd Quarter board meetings reviewed to validate board approval of the monthly treasurer's report and separate approval to pay upcoming expenses; no discrepancies found.
5. Reviewed financial entries and activity; found no entries that would compromise our tax exempt status.
6. ACC records were not reviewed at this meeting.
7. Meeting adjourned at 7 p.m.
8. Next quarterly meeting will be October 16<sup>th</sup> at Markel Building, at 6 p.m.

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Elaine Kirby – Audit Committee Member

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April Duff – Audit Committee Member

Signatures on file

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Mike Hamway—Treasurer

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Diane Minear—Secretary