

GHNA Financial Audit Report

1/1/13 through 12/31/13

I, David Palmer, was authorized by the GHNA Board of Directors February 18, 2014 board meeting to conduct an audit of the GHNA financial documents.

The auditor reviewed the following GHNA's documents: Budget, Prior Audits, etc. The scope of the audit included review of the GHNA's 1) Charter, 2) adequacy of internal controls, 3) effectiveness and efficiency of the accounting system and document flow, and 4) existence and availability of recorded cash balances including check registers and electronic / pay pal accounts.

Guidelines reviewed included: By-Laws, Bank Accounts, Officers Roles and Responsibilities, etc., Meeting Minutes, Review of Budget, Vendor Selection, Bank Account documents, Invoicing and Collection of GHNA dues. Other considerations included funding of programs, review of paying taxes, insurances and other prepaid expenses.

The expenditures that were processed through the Wells Fargo Checking account were reviewed for appropriateness and reasonableness. With the exceptions noted below all necessary and appropriate documentation was found to be adequate.

FINDINGS/CONCLUSIONS:

Based on the review of the documents made available to me, I believe, the expenditures are reasonable and appropriate and the internal controls are reasonable for a Neighborhood Association.

Comments:

The documentation for the GHNA 501 (c) (3) is still in process and should be followed up on to ensure status and taxes can be appropriately submitted.

The amount allocated for "Landscaping" were reviewed and found to be acceptable. It is recommended that adequate documentation be maintained when cash is tenured or checks are "signed over". While the amounts are negligible this is a best business practice that is should be followed.