

Date: May 25, 2024

To: Robert Day, President
Leisure Lake Owners Association
PO Box 10311
Warner Robins, Ga 31095

Dear Mr. Day,

Thank you for allowing me to assist you with an audit of your accounts payable and banking records for LLOA. I have reviewed all the records from 2011 through the current period of March 2024. I see absolutely no discrepancies or lack of record keeping. I believe as you take on a more active position with the Lake Association you will need to grow in the bookkeeping aspect. In the future you may want to look at a software program such as Microsoft Office or QuickBooks to make expense reports and revenue reports. This would track your expenses and income month to month, and you could break down expenses so you can budget in specific areas if needed. That is a recommendation if you continue to grow. For now, I believe your record keeping is fine done manually.

I have a few recommendations that are very minor. 1) When you write a check make a photocopy of the check to attach to the invoice(s) being paid. I realize you are getting a photocopy of the check with your bank statement but it helps a bookkeeper to keep all receipts attached to a check copy if needed in the future. 2) Keep your deposit tickets with the monthly bank statement so you can always double check all deposits are accounted for by the bank. 3) I also recommend you photocopy the checks being deposited and keep with your deposit ticket.

Even though we live in a digital world it is very important we continue to keep the hard copy/paper back up files. Most businesses will continue to keep paper records in case of emergency power outages. You have done an excellent job of maintaining clear, precise records. Your check register has been well maintained and balanced monthly. You also write in the check register good details of the expenditures.

Again thank you for allowing me to assist you and if I can help in the future in any way, please let me know.

Sincerely,
Rhonda Carpenter

A handwritten signature in cursive script that reads "Rhonda Carpenter". The ink is dark and the signature is fluid, with a large loop at the end of the last name.