

Mount Kemble Lake Association The Lakeshore Company

3 Trails End
Morristown, NJ
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Finance Committee Annual Review Recommended Procedure

1. Have treasurer assemble
 - a. bank statements for all accounts
 - 1000 PGB checking x0328
 - 1010 PGB MM x0571
 - 1200 CASH
 - 1030 Contingency Bank Accounts
 - 1031 PGB Cont x0619
 - 1087615 CD1 x7615
 - 1087616 CD2 x7616
 - 1087617 CD4 x7617
 - 1087618 CD3 x7618
 - 1087619 CD5 x7619
 - 200 LCRF Bank Accts
 - 1020 PGB LCRF x0627
 - 1205 MKLA LCRF
 - 1300 Lakeshore Checking (WF '6596)
 - b. General Ledger EOY P&L and Balance Sheets for both Corporations
 - c. Access to General Ledger transaction details (report or online)
 - d. Paper documents (invoices, check stubs, deposit slips) of all transactions
2. Check to ensure agreement between end of year numbers provided to members and those in a treasurer's files:
 - a. bank balances in General Ledger, posted on website and on Bank Statements agree
 - b. P&L on website agrees w/ P&L in General Ledger
 - c. AR report on website agrees w/ General Ledger
3. Randomly select several members
 - a. Ensure each has 4 invoices documented in General Ledger
 - b. Ensure each payment was deposited
 - i. Look for payment in GL and for bank deposit slip
 - c. Review unpaid invoices to ensure they are showing up in AR reporting
4. Scan items 1a and 1c, looking for any large and/or suspicious transactions. Randomly and/or for any that are not clear ask the treasurer for explanation and/or supporting documents (invoices, receipts or such).

For any items that cannot be matched or explained, take the following steps:

- Write up brief notes about your concerns.
- Provide said notes to the President
- Make sure notes are posted for all members to see (website should suffice)
- Follow up to ensure proper action is proceeding

For egregious issues and concerns

- go to our accountants and or the police
- Arrange to have cash put in custodial care and call for a full audit.