



Independent Accountants' Report on Applying  
Agreed-Upon Procedures

March 22, 2018

Arrowhead Improvements Association

We have performed the procedures enumerated below, which were agreed to by Arrowhead Improvements Association (the specified party), solely to assist you with respect to your accounting records as of and for the year ended December 31, 2017. Arrowhead Improvements Association's management is responsible for the Association's accounting records. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We recalculated reconciliations for all bank accounts as of December 31, 2017. No exceptions were noted.
2. We traced all bank balances from the bank reconciliations to the bank statements. No exceptions were noted.
3. We traced the book balances of cash from the reconciliations to the December 2017 Treasurer's report. Neither bank reconciliation provided agreed to the Treasurer's report (QuickBooks financial statement.) After further review, management provided an appropriate reconciliation. Some reconciling items were the result of back-dated checks and deposits.
4. We selected four daily cash receipts reports and traced the totals to the bank statement. No exceptions were noted.
5. We traced every tenth item on each of the four daily cash receipts reports to postings in the accounts receivable ledger. No exceptions were noted.
6. We selected four postings in the accounts receivable ledger and traced them to the daily cash receipts reports. No exceptions were noted.
7. For the daily cash receipts reports in procedure 6. above, the total of each report was traced to the bank statement. No exceptions were noted.



8. We selected all disbursements greater than \$2,500 from the reported check register. We then selected 5% of the remaining disbursements from the register. The selection resulted in a sample of 50 cash disbursements.
9. We examined supporting documentation (invoices, statements, check stubs, payroll registers, time cards, and authorizing emails) for the selected items and verified proper approval of the payment for those disbursements, as defined by the Treasurer. One disbursements greater than \$5,000 did not have proper approval of the Treasurer attached (approval was subsequently provided); one reimbursement to an employee did not have supporting documentation in the file (supporting documentation was subsequently provided).
10. We examined the check stub for each item in the selection to verify the proper payee, date and amount of the check. No exceptions were noted.
11. We prepared a proof of cash for all savings accounts. All amounts agreed to the accounting records.
12. We traced all deposits and withdrawals that were between bank accounts to the reciprocal accounts in the bank statements. No exceptions were noted.
13. We traced budget amounts from the December 2017 Treasurer's report to the approved budget. No exceptions were noted.
14. We traced the amounts in the accounting records (general ledger) to the December 2017 Treasurer's report. There were no exceptions.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Association and is not intended to be and should not be used by anyone other than this specified party.

*Chadwick, Steinkirchner, Davis & Co., P.C.*