

# MEMORANDUM

To: Tierrasanta Community Council

From: Kathleen Cronin, Independent Auditor

Re: Audit of Financial Records from January 1, 2017 to December 31, 2017

Date: September 17, 2018

An audit review of the Tierrasanta Community Council financial records and transactions history from January 1, 2017 through December 31, 2017 with information provided by Steve Muckle was performed.

The following documents were reviewed and verified for accuracy:

Bank Statements from California Coast Credit Union and Vanguard for 2017 were verified.

The Bank Statement balance at 12/31/17 was reconciled and confirmed.

The Income & Expenses Report 2017 was reviewed and verified to the bank accounts changes.

Disbursements were checked for supporting documentation.

Deposits to the accounts were verified and checked to reports.

PayPal activity 2017 was reviewed.

The Grants from County of San Diego with supporting documents were reviewed.

The Tax filings for the Annual Registration Renewal and Form 990-N were checked.

A summary of the findings from the audit is below and presented to Steve Muckle. There were no significant deviations identified.

1. There are no records for Checks # 2681, 2682, 2695 and 2703. Steve provided evidence these checks were voided.
2. Check #2705 for \$18.44 was a replacement for Check # 2633 from June, 2016 that should not be included as an expense item for CITP in 2017. This was a reconciling item as an outstanding check for last year.
3. Check #2684 for \$126.18 was not included in the 2016-2017 CITP Grant List of Expenses. It was an invoice for the June event that was not paid until August.

The final audited Income and Expense Financial Report is attached.

Sincerely,

Kathleen Cronin  
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