

MEMORANDUM

To: Tierrasanta Community Council

From: Kathleen Cronin, Independent Auditor

Re: Audit of Financial Records from January 1, 2018 to December 31, 2018

Date: February 18, 2019

An audit review of the Tierrasanta Community Council financial records and transactions history from January 1, 2018 through December 31, 2018 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 2018 were verified.

The Bank Statement balance at 12/31/18 was reconciled and confirmed.

The Income & Expenses Report 2018 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 2018 was reviewed.

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

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

1. The Income & Expense Report 2018 was overstated by \$4,524.34. The outstanding check #2749 for \$287.07 issued in October, 2018 was not included in the expense for Social and Community Events. The valuation in the Vanguard accounts decreased \$4,237.27.
2. No record was provided for the Tax Filing for 2017 and the fee paid.

The final audited 2018 Income Expense Summary is attached.

Sincerely,

Kathleen Cronin
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