

Document Requirements

AUDITS

1. Minutes from 1/1/XX to present
2. Current and PRIOR Year operating and reserve budgets
3. Year End bank statements and reconciliations for all cash accounts
4. Audit year invoice copies
5. Year to date profit and loss statement comparing to budget
6. Balance Sheet at Year End
7. General Ledger for Audit Year 1/1/XX to 12/31/XX
8. Copies of any contracts entered into that exceed 2 years
9. If applicable, copies of any loan agreements or open lines of credit
10. Accounts receivable summary at 12/31/XX
11. Prepaid assessments summary at 12/31/XX
12. Prepaid insurance schedule for audit year or copies of the renewal invoices
13. Accounts payable summary at 12/31/XX
14. Check register from 1/1/XX to present day

COMPILATIONS & REVIEWS

See #1-9 above **only**.