

August 18, 2006

John Heiser  
President, BTPOA  
P. O. Box 2631  
Monument, CO 80132

Re: Summary of Review - BTPOA Treasurer's Accounts

Mr. Heiser:

Claude Todaro and Rick Smith, members of the BTPOA, performed a review of the BTPOA Working Account, Builders Covenant Compliance Account and Certificates of Deposit. The review was requested by Kathy Decker, Treasurer and was conducted on July 17, 2006. This summary and any information contained herein are valid as of July 17, 2006.

**Methodology and Scope:** The review was conducted by examining the entries in the check registers for the Working Account and Builders Covenant Compliance Account for calendar year 2005 and year to date 2006. A statistical sample of 20 percent of the transactions was used and found to be adequate for the purpose of this review. In other words, every 5<sup>th</sup> entry was verified in detail. We found this sample provided a very thorough review and that the findings and conclusions based on this review are sound. In addition, we reconciled the balances of the checking accounts with the bank statements as of December 2005 and June 2006. We also verified the balances of the Certificate of Deposits.

**Findings:**

1. The balances contained in the check registers maintained by Kathy Decker and those reported by the bank matched.
2. All unused, pre-numbered checks were accounted for.
3. Balances of Certificates of Deposits matched bank records.
4. Two transactions, requests for reimbursements by committee members, contained errors. For example, one request was missing a receipt and one was incorrectly totaled by the submitter.

Recommendations: Reimbursements for committee expenses should only be made after appropriate receipts are received by the Treasurer and total amounts are verified and approved.

Conclusion: The Treasurer, Kathy Decker, has maintained the books for the BTPOA in a satisfactory manner. The members of the BTPOA should feel confident that all cash was accounted for and no inappropriate expenditures were revealed by this review.

Any questions concerning this review should be addressed to Claude Todaro at 481-8846.

Sincerely,

  
Claude Todaro