

**The Village at Innsbrook HOA
Audit Committee Meeting
April 25, 2023**

Committee Members Present:

Betty Overbey, Chair
Anthony Gray
Sophie Gutner
Patsy Ledford, Treasurer

The meeting was called to order by Betty Overbey at 7:00 PM.

Goal: To complete audit reviews for January, February, March, 2023

Process: Reviews were completed; the process being to open each monthly bank statement and reconcile with receipts from the same period with reviewers initially each document:

January, 2023	Reconciled without discrepancy
February, 2023	Reconciled without discrepancy
March, 2023	Reconciled without discrepancy

Reconciliation of QuickBooks is still pending.

The plan for the next meeting is to:

1. Go back to look at QuickBooks reports
2. Review 2nd quarter of 2023.

Meetings are scheduled as follows:

July 25, 2023	Review for 2 nd quarter of 2023 will be completed by Jeff Adams and Chris Rouse
October 24, 2023	Review for 3 rd quarter of 2023 will be completed by Sophie Gutner and Chris Rouse
January 16, 2023	Review for 4 th quarter of 2023 will be completed by Jeff Adams and Sophie Gutner

Note: all meetings will be held at 7:00 PM.

The meeting was adjourned at 7:46 PM.

Respectfully submitted:

Betty Overbey

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Betty Overbey, Chair	<u>Betty Overbey</u>
Anthony Gray	<u>Anthony Gray</u> ✓
Sophie Gutner	<u>Sophie Gutner</u>
Patsy Ledford	<u>P. Ledford</u>