

WEDGEWOOD HOME OWNERS ASSOCIATION

POWELL, OHIO

AGREED-UPON PROCEDURES

DECEMBER 31, 2008

*Arena, Harrison & Ring*  
*Certified Public Accountants, Inc.*

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July 20, 2009

Board of Trustees  
Wedgewood Home Owners Association  
P.O. Box 1526  
Powell, Ohio 43065

**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees of the Wedgewood Home Owners Association solely to assist you with respect to the 2008 cash receipts and cash disbursements. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified parties of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Procedures performed related to the 2008 checking account receipts:**

Reconciled the total 2008 cash receipts per the check register in the amount of \$181,590.53 to the total cash receipts per the 2008 bank statements.

*Finding – The total 2008 cash receipts per the check register reconciled to the total 2008 cash receipts per the bank statement.*

Traced the individual deposits per the check register to the bank statement.

*Finding – The individual deposits per the check register agreed to the individual deposits per the bank statement.*

Traced each transfer to the checking account from the savings account bank statement and compared the dates of transfer on each bank statement. The transfers totaled \$50,000.

*Finding – The individual transfers from savings were deposited to the checking account on the same date.*

Prepared an analysis of the 2008 cash receipts by source, per the check register:

2008 Annual Dues	\$128,800.00
Delinquent Dues (pre-2008)	1,940.53
Transfers from Savings	50,000.00
Review Fees	850.00
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	\$181,590.53

Per the above analysis, the \$128,800 in 2008 annual dues was comprised of 429 dues payments including; 427 payments of \$300 each, and 2 payments of \$350. Per our inquiry of the Association's treasurer, there are 439 billable lots.

*Finding – The two \$350 payments were overpaid \$50 and each member was refunded \$50. Per the Association's treasurer, of the remaining 10 member accounts; 1 is bartered for legal services and the remaining 9 unpaid accounts were liened for non-payment.*

**Procedures performed related to 2008 Checking account disbursements:**

Reconciled the total 2008 disbursements per the check register in the amount of \$178,688.92 to the total disbursements per the 2008 bank statements.

*Finding – The total 2008 disbursements per the check register reconciled to the total 2008 disbursements per the bank statement.*

Traced the vendor name and check amount, per the check register, to the cancelled check.

*Finding – All vendor names and amounts per the check register agree with the cancelled checks.*

Traced the check amount, per the check register, to the vendor's invoice and noted that the invoice was in the name of the Association.

*Finding – All amounts per the check register agree with the vendor's invoice and all invoices were prepared in the name of the Association.*

Traced each transfer from the checking account to the savings account bank statement and compared the dates of transfer on each statement. The total of the transfers was \$50,000.00.

*Finding – The individual transfers from the checking account were deposited to the savings account on the same date.*

**Procedures performed related to Savings transactions:**

Prepared a summary of the 2008 savings transactions as follows:

Balance per Statement January 1, 2008	\$161,004.63
Transfers to Checking (see checking receipts procedures)	(50,000.00)
Transfers from Checking (see checking disbursement procedures)	50,000.00
Transfer to Certificate of Deposit	(100,000.00)
Interest Earned	2,034.11
Balance per Statement December 31, 2008	<u>\$63,038.74</u>

*Finding – All individual transfers between the checking and savings occurred on the same date. The transfer from the savings and the issue date of the certificate of deposit both occurred on the same date.*

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts or items. Accordingly, we do not express such an opinion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

This report is intended for the use of the Board of Trustees of the Wedgewood Home Owners Association and is not intended to be and should not be used by any other party.



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