



Montemayor Britton Bender PC
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors and Management
Ruby Ranch Home Owners Association

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

At your request and agreement, we have performed the procedures enumerated below, which were agreed to by the Board of Directors and Management ("specified parties"), solely to assist you in assessing the validity and accuracy of Ruby Ranch Home Owners Association (HOA) financial records and transactions for the year ended 31 December 2017. The specified parties are responsible for the validity and accuracy of the HOA's financial records and transactions.

The agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

PROCEDURES PERFORMED

FINDINGS

- | | |
|---|------------|
| 1. Created bank reconciliations for 3 months during the year: | |
| A. We agreed outstanding deposits and checks to the subsequent bank statement or online bank records. | None noted |
| B. We agreed the reconciled bank balances to the general ledger. | None noted |



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PROCEDURES PERFORMED

FINDINGS

2. Randomly selected sample of 20 expense transactions:
 - A. We agreed the general ledger transaction to supporting documentation. None noted
 - B. We agreed the amount paid and payee per the supporting documentation to a canceled check, credit card statement, or electronic bank draft. None noted
 - C. We agreed the signature for check payments to the authorized signature cards. None noted
 - D. If the vendor was not a well known vendor, we tested vendor validity by looking up the vendor on the internet, or calling the vendor to verify validity. None noted

3. We calculated expected dues revenue and compared the amounts to recorded revenue. See below

	<u>Maintenance and Operating</u>	<u>Gate 4 and 5</u>	<u>Gate 7 and 8</u>	<u>Total</u>
Annual lot assessments	\$325	\$118	\$90	
Number of members (provided by bookkeeper)	<u>323</u>	<u>46</u>	<u>84</u>	
Estimated accrual based revenue	<u>\$104,975</u>	<u>\$5,428</u>	<u>\$7,560</u>	<u>\$117,963</u>
Cash basis revenue per Quicken				\$147,726
Add 31 December 2017 receivables (per list provided by Treasurer)*				\$67,312
Subtract 31 December 2016 receivables (per list provided by Treasurer)*				<u>(\$91,191)</u>
Accrual basis revenue				<u>\$123,847</u>
Revenue over estimated revenue				<u>\$5,884</u>

* - we did not perform any testing on this list of receivables.



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We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on the financial records and transactions of the HOA. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. The report is intended solely for the information and use of the Board of Directors and Management and is not intended to be and should not be used by anyone other than these specified parties.

Montgomery Britton Bander PC

25 January 2019
Austin, Texas