

# MEMO/AUDIT REPORT

TO: Crystal Pond Condominiums HOA  
FROM: Janette Carras  
RE: First Annual Financial Review/Audit  
DATE: August 20, 2025

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On July 24, 2025, I received a file containing financial documents for the first annual financial audit for CPCHOA. Unfortunately, this file did not contain all documents that would be necessary to conduct a financial review. I only received a copy of the bank statements (without a copy of the cancelled checks) and a stack of invoices. The invoices were not in chronological order, nor did they have any supporting documentation indicating approval for payment nor was it evident that they were paid or not paid. I did not receive monthly income/expense statements nor a budget. Also missing were any records related to the Reserve Fund. Consequently, I was unable to perform a financial review of the Treasurer's books and records.

I returned these documents requesting the missing information and it is my understanding that the Treasurer has now resigned, and the financial review/audit is now cancelled.

Thank you for placing your trust in me. I hope that a financial review/audit can be completed for future fiscal years.

*Janette Carras*