



Board of Directors  
Bywater Way Road Maintenance Association  
Port Ludlow, Washington, 98365

March 15, 2018

Dear Directors:

On authorization of the Board of Directors of the Bywater Way Road Maintenance Association the undersigned volunteered "audited" the financial records of the Association. Financial records from January 31, 2017 to April 30, 2017 were not provided, thus the audit was from May 1, 2017 to February 28, 2018.

We have completed the audit and submit the following findings.

In the process of the audit we carefully examined the Associations Bank Statements and compared them with the Associations written records and believe them to be in agreement and to reflect the income and expenses of the Association. However, for clarity we need individual receipts for all transactions. All checks for deposit were cross-referenced except one copy of a check for payment was not found; the deposit was made for that amount.

We, as the auditors would like to suggestion that on the Treasurer's Master excel sheet to have the "PAYMENT" change to "PAID" and then place the name of the payee, last name first. The reasoning behind this is ease of matching the payee to their check.

The Board is to be commended for the financial stewardship it provides to the Association. We would like to commend Tom Lewellen for his organization and neatness regarding the Treasurer's records.  
We thank you for your willingness to put in so much time and effort in keeping our roads safe, and the maintenance fees to a minimum.

Respectfully submitted,

Volunteer Auditors  
Nancy McGillis and Jane Minish