

April 1, 2024

Bywater Way Road Maintenance Association

P.O. Box 65093

Port Ludlow, WA 98365

Attn: Board of Directors

Dear Board of Directors,

Polly Peters and I have successfully audited the Cash Receipts, Accounts Payables, and Bank Statements for the BWRMA for the period of March 1, 2023 thru April 29, 2024.

Bridget Richardson maintained perfect records for this period. All of the information was available, and tied into the bank statements.

The bank had one error (in our favor) of \$.11 on September 8, 2023. Immaterial, but noted.

Two recommendations:

1. Run and reconcile check register and keep in the book with all the receipts for the entire year.
2. Keep an annual list of who has paid dues and keep master list per year.

I am happy to help get this started for this current year.

It was a pleasure to help out.

Respectfully,

*Laurie J. Davis*

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