

Year	#	Type	Statement Date	Dep Amt	Check #	Description #1	Description #2	Description #3	Final Remarks
2022	1	Deposit	3/31/22	\$ 1,645.96	N/A	No Paperwork	It is on the Statement	It is on the Listing	
2022	2	Deposit	3/31/22	\$ 4,750.00	N/A	No Paperwork			
2022	3	Deposit	3/31/22	\$ 30.00	163611	Update Records	10629 SW 20th St		Prorated Dues
2022	4	Deposit	6/30/22	\$ 1,440.00	N/A	Ck # 2816 \$180 = Listed Twice	Ck # 3076 \$180 = Listed Twice	Ck # 13249 \$180 = Listed Twice	
2022	5	Deposit	7/29/22	\$ 205.00	N/A	On Listing 6/7/22 \$180.00	but 7/5/2022 \$205.00	Why discrepancy	
2022	6	Deposit	11/30/22	\$180.00	N/A	On Listing 11/23/22 \$90.00	Missing another Listing \$90.00		
2023	1	Deposit	1/31/23	\$ 405.00		No Paperwork			
2023	2	Deposit	1/31/23	\$ 60.00		No Paperwork			
2023	3	Deposit	3/31/23	\$ 30.00		No Paperwork			Found
2023	4	Deposit	4/28/23	Multiple		No Paperwork	4 Deposits		Found
2023	5	Deposit	5/31/23	\$ 2,500.00		Statement \$2500.00	On Listing, \$2250.00		
2023	6	Deposit	5/31/23	\$ 2,250.00		Statement \$2500.00	On Listing, \$2,250.00		
2023	7	Deposit	6/30/23			No Paperwork for deposits			
2023	8	Deposit	7/31/23	\$ 1,250.00		No Paperwork for PayPal			

Open Closed Review	Year	#	Type	\$ Amt	Description #1	Description #2	Description #3	Final Remarks
C	2023	1	Debits	\$ 38.39	OGE Billed \$38.40 in June 2023. OGE drafted \$38.39. The subsequent bill noted they drafted \$38.39.	Filed in Electric Folder		Noted
C/R	2023	2	Debits		The spreadsheet Check Register listed on 6/21/2023 the check numbers incorrectly. I validated the images of checks and invoices. It should be labeled as follows:	Check # 1711-written to M Compton-Lowe's/Locks \$33.07	Check # 1712-written to Metroplex/Pavilion Electric \$877.83	Noted
C	2023	3	Debits	\$5.00	2023 Check #1705-written to S Compton for 3 Plat + print ink \$115.56	Invoice \$10.00, Invoice \$100.56	The check was written for \$5.00 more than the invoices submitted resulting in over payment.	With number 3, 4 and now 5.. I will reconcile this with Sherri. Please note that each Plat cost \$5.00 each. Located \$5 receipt. Located additional documentation and added to the files.
C	2022	4	Debits	\$ 0.61	2022 Check #1681-written to S Compton for Office Supplies \$133.56	A receipt was for \$27.29 but was listed and added as \$27.90.	This caused the check to be written for \$0.61 more than required resulting in over payment.	With number3, 4 and now 5.. I will reconcile this with Sherri.
C	2023	5	Debits	\$ 0.10	2023 Check #1703-written to S Compton for Ann Mtg Copies \$52.47.	First, It is listed on your digital register for 2023 as \$52.37. The receipt was for \$52.57.	The check was written for \$0.10 less than the recipes and S Compton was shorted.	With number3, 4 and now 5.. I will reconcile this with Sherri.
C	2023	6	Debits	\$ 35.38	2023 Staples Invoice 8/19/2023 that does not appear to be paid for \$35.38.	A check should be cut for \$35.38 to reimburse the expense.		I need to identify the purpose of the procurement before rectifying the expense and to who made the procurement. Work with Sherri.- She opted not to receive net refund for items #4, #5, & #6.
E	2023	7	Debits	\$ 300.00	2023 Check #1706 Written to Eddi There is not invoice to substantiate the expense of \$300.00-	Duplicated listed at 14	Delete this one.	This is a Repeat find as in 14- see below
C	2023	8	Debits	\$ 1,625.00	2023 Check #1718 Written to Eddi-There is no invoice to substantiate the expense of \$1625.00			Eddi emails all his Invoices in a rudimentary form. Attached is the PDF emailed Invoice for that work (8. xxx.pdf). Added to files
C/R	2022	9	Debits	\$ 1,200.00	2022 Check #1668 The check was written for \$1,200.00. It is listed on your spreadsheet check register as \$1,300.00. The register needs to be updated to reflect the correct amount of the check and invoice.			When the Audit is complete, Monty will correct that error and make a note.

C	2022	10	Debits	\$ 780.00	2022 Check #1669 The invoice to Eddi was \$1600.00. The check was written for \$2,380 with not supporting documentation for the additional amount.			I have looked at thru Eddi's Emails. I see no email invoices from Eddi for 5/9/22-5/30/22 and Oct 5, 12, 19, 2001. NOTE: Check Number 1669 was made out numerically as \$2,380.00 but written out as "Two Thousand Three Hundred Dollars and no/100". The bank only honors the "written" portion – hence they were only paid \$2,300.00. I recently did the same thing with Blade2Blade and caught it in my reconciliation. Added additional documentation.
C	2023	11	Debits	\$ 360.00	2023 Check #1689 \$360.00 Deed Survey-I was not able to locate an invoice.	Provided Documents		This inquiry and that of inquiry #13 has to do with Deeding of the "Lot" that was sold to the Culvers. We had to- first separate the lot from the platted description which included land around the Pavilion. Benchmark Construction Services LLC provide the Legal Description <i>required</i> to file for the deed. Both this Invoice and that for #13 should be in one or two of the file folders marked DEEDs toward that back of the File Box I gave you. Located documentation.
C	2023	12	Debits	\$ 75.00	2023 Check #1691 \$75.00 Church of Good Shepherd-I was not able to locate an invoice.	Are these deductions on the Taxes?		At the time of reserving the Church for the Annual Meeting, the Church requires a \$75.00 refundable "cleaning" Deposit. We write them a check... no invoice. After the meeting we clean the church but tell them to keep the deposit as a "donation". No invoices exchanged. Added email documentation.
C	2023	13	Debits	\$ 50.00	2023 Check #1692 \$50.00 Deed Survey-I was not able to locate an invoice.	Provided Documents		This check was issued to OKC City Treasurer to obtain a Deed for the "Lot" using the Benchmark's Legal Description.. See no. 11 above. Added documentation.

C	2023	14	Debits	\$ 300.00	2023 Check #1706 \$300.00 Project POACA	I was not able to locate an invoice or documentation for this expense.		Eddi emails all his Invoices in a rudimentary form. Attached is the PDF emailed Invoice for that work (14. xxx.pdf) Printed for files.
C	2022	15	Debits	\$ 321.83	2022 Check #1657 4th July Inflatable \$321.83-No invoice			Printed
C	2022	16	Debits	\$ 225.00	2022 Check #1662 William Box Forshee & Bullard \$225.00-No Invoice			Printed
C	2022	17	Debits	\$ 494.27	2022 Check # 1671 4th July. Kramer \$494.27-No Invoice		No receipt was located.	Email with Canceled Check and explanation.
C	2022	18	Debits	\$ 5,404.00	2022 Check 1679 Huckaby Trust \$5,404.00-No Invoice			Printed