

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of  
The Greens  
Gonzales, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, solely to assist you with respect to reviewing your internal controls and testing transactions during 2012 for the year ended December 31, 2012. The Greens management is responsible for the sufficiency of the procedures performed. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- 1) We reviewed the internal controls over cash disbursements.

We noted that two people sign checks and review the attached bills, that the president reviews the bank statement and that the president and one other person have access to the QuickBooks and can review the accounting ledgers and check register.

We also noted that when a committee chair or officer prepares a reimbursement request for themselves that the reimbursement request does not have it approved by anyone else. In some cases, the person preparing the reimburse request can also sign checks. The Board should consider requiring all reimbursement requests to have two approvals noted by signature on the request.

- 2) We tested a sample of twenty five checks to determine if they had proper supporting documentation, proper approvals, were recorded to the proper account within the accounting system and the checks had dual signatures.

All checks met the above attributes without exception.

- 3) We reviewed the adjusting journal entries made to the accounting records and the bank account reconciliations.

The entries appeared to be valid adjusting entries and the bank reconciliations appeared to be prepared properly without any unusual reconciliation items.

- 4) We recomputed the amount of dues that should have been deposited for the year.

The amount of dues recorded as deposited appeared reasonable based on the number of residents and taking into consideration unpaid dues and partial paid dues.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the financial transactions of The Greens. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users listed above and is not intended to be and should not be used by anyone other than those specified parties.

*Postlethwaite & Netterville*

August 12, 2013