

Ronald W. Meyer, P.L.L.C.
 401 West 15th Street, Suite 850
 Austin, TX 78701
 Phone: 512.476-4511

Invoice

Invoice Date: 12/31/2022

Invoice #: 36057

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
 11950 JOLLYVILLE RD.
 AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
12/1/2022	Completed initial data request to email to Joe/Ron; sent invitation link to Suralink to Joe.	0.5	138.00	69.00
12/15/2022	Completed W/P 8 re: internal control environment.	0.5	138.00	69.00
12/19/2022	Added supporting financial statement reports to audit file; printed out Board Meeting minutes to begin review of them.	0.5	138.00	69.00
12/23/2022	Continued review of Board Meeting minutes	0.75	138.00	103.50
12/30/2022	Continued review of Board Meeting minutes.	2	138.00	276.00

NOTE: Client payments by check are converted to ACH electronic transactions via remote deposit machine. We appreciate the opportunity to be of service to you!

Fees/Expenses \$586.50

Payments/Credits \$0.00

Total Invoice Balance \$586.50

Total Account Balance \$586.50

Ronald W. Meyer, P.L.L.C.
 401 West 15th Street, Suite 850
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Invoice

Invoice Date: 1/31/2023

Invoice #: 36331

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
 11950 JOLLYVILLE RD.
 AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
1/3/2023	Calculated materiality limit; documented cash reserve balance at 12/31/21; continued review of Board Meeting minutes.	0.75	138.00	103.50
1/5/2023	Continued review of Board Meeting minutes.	0.25	138.00	34.50
1/10/2023	Continued review of Board Meeting minutes.	0.5	138.00	69.00
1/11/2023	Reviewed engagement letter to confirm draft report deadline of 1/15/23 and summary of pending items to follow up via email with Joe Gaines (cc: Ron) re: status of remaining items. Continued review of Board Meeting minutes; printed out governance documents from HOA website for Permanent File.	1.5	138.00	207.00
1/12/2023	Continued and completed review of Board Meeting minutes; added documents to Permanent File, including resolution re: new collections policy.	1.25	138.00	172.50
1/17/2023	Updated Suralink for additional documents received; reviewed emails with supporting documentation from Joe and Keith to clear items from pending list and to add to audit file; selected sample items for disbursements transactional testing; printed out and reviewed new management agreement to add to Permanent File.	1.75	138.00	241.50

Fees/Expenses

Payments/Credits

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Date	Description	Hours/Qty	Rate	Amount
1/18/2023	Received phone call from Joe to discuss status of pending items, planned follow-up, and four files uploaded to Suralink as bank statement files; completed analytical review and summary write-up; continued work to identify documents needed for disbursements transactional testing; prepared summary email to send to Keith/Joe (cc: Ron) for items and documents needed for 2021 and 2022; worked on subsequent disbursements review re: reviewed portal for invoices paid in 2022 for services incurred in 2021; printed out 2022 Board Meeting minutes from "bphoa.info" website for review, including Annual and Regular ones; reviewed 2020 general ledger for accounts receivable and accounts payable activity; updated Suralink for documents received.	2.5	138.00	345.00
1/19/2023	Printed out documents received from Keith and Joe to review and add to audit file; reviewed bank statements for four accounts, tying out 12/31/20 and 12/31/21 balances (no bank reconciliations available); printed out "Fraud Risk" and "Going Concern" questionnaires to review and add to audit file; continued work on disbursements transactional testing re: invoice documentation review and review of selected sample items with bank statements uploaded to Suralink.	2	138.00	276.00

Fees/Expenses

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Date	Description	Hours/Qty	Rate	Amount
1/20/2023	Updated 2021 pending list to email to Keith/Joe/Ron; documented closed and opened bank accounts during 2021 and 2022; completed documentation of tie-out of 2020 and 2021 bank statements to "Balance Sheets"; proposed AJE <1> to accrue final payment at year-end for 10/21 services to LandSys, Inc. paid in 2022; completed prepaid insurance analysis, proposing entries for 12/31/20 and 12/31/21.	4.5	138.00	621.00

Fees/Expenses

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Date	Description	Hours/Qty	Rate	Amount
1/25/2023	Completed subsequent disbursements review analysis; added two Certificates of Insurance to audit file; reviewed management agreement with Goodwin & Company to add to Permanent File and as a reference for disbursements transactional testing analysis; continued work on disbursements transactional testing analysis re: review of invoice documentation based on information received from Keith/notation of missing general ledger account numbers and missing invoice documentation; prepared AJE <2> for 12/31/20 and AJE <6> for 12/31/21 to accrue accounts receivable balances at each respective year-end; reviewed notable variance responses to analytical review received from Keith to document in audit file; completed work on adjusted trial balance to reflect all proposed journal entries; prepared files to submit to internal review process and draft audit report preparation.	6.25	138.00	862.50
1/26/2023	Reviewed emails from Keith and Joe re: follow up on pending audit items; completed "Control Activities Form for Cash" to scan and email to Keith for his review and comments; proofread draft audit report per Ron's request.	1.25	138.00	172.50
1/29/2023	Began work to compile comments on internal controls from disbursements transactional testing analysis and other tasks completed.	0.75	138.00	103.50

Fees/Expenses

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Date	Description	Hours/Qty	Rate	Amount
1/26/2023	Copy Charges	11	0.15	1.65

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Fees/Expenses	\$3,210.15
Payments/Credits	-\$1,013.00
Total Invoice Balance	\$2,197.15
Total Account Balance	\$2,197.15

Ronald W. Meyer, P.L.L.C.
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Invoice

Invoice Date: 4/30/2023

Invoice #: 37462

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
 11950 JOLLYVILLE RD.
 AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
4/14/2023	Work on 2022 audit procedures outline.	0.5	220.00	110.00
4/21/2023	Update permanent audit file checklists.	0.5	220.00	110.00
4/21/2023	Prepare 2022 Audit file	0.5	80.00	40.00
4/23/2023	Complete 2022 audit programs. Perform risk assessment analysis.	1.5	220.00	330.00
4/23/2023	Printed out financial reports from Goodwin VMS portal to begin to review and add to audit file.	0.25	138.00	34.50
4/27/2023	Worked on initial data request, including start of analytical review re: comparison of 2021 financial statements between 2021 audit file and Goodwin VMS portal, "Fraud Risk" and "Going Concern" questionnaire templates, and 2021 Letter on Internal Controls; calculated materiality limit; began selection of sample for disbursements transactional testing; began compilation of 2022 audit file.	1	138.00	138.00

Fees/Expenses

Payments/Credits

Total Invoice Balance

Total Account Balance

Ronald W. Meyer, P.L.L.C.
 401 West 15th Street, Suite 850
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 Phone: 512.476-4511

Invoice

Invoice Date: 4/30/2023

Invoice #: 37462

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Bill To:

Bradford Park HOA
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Date	Description	Hours/Qty	Rate	Amount
4/28/2023	Worked on disbursements transactional testing to complete selection of sample and add general ledger account numbers to analysis; completed subsequent disbursements review; completed and emailed initial data request to Joe/Ron, including requests for documentation related to the disbursements transactional testing and the subsequent disbursements review; updated tasks completed in Suralink.	2	138.00	276.00
4/29/2023	Began and completed analytical review with write-up summary of notable variances to email to Joe (cc: Ron) for his review and response; put audit file together with supporting workpapers; completed W/P 8 re: internal control environment; updated Suralink for tasks completed.	2	138.00	276.00
4/21/2023	Copy Charges	205	0.15	30.75

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Fees/Expenses	\$1,345.25
Payments/Credits	\$0.00
Total Invoice Balance	\$1,345.25
Total Account Balance	\$1,345.25

Ronald W. Meyer, P.L.L.C.
401 West 15th Street, Suite 850
Austin, TX 78701
Phone: 512.476-4511

Invoice

Invoice Date: 5/31/2023

Invoice #: 37883

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
11950 JOLLYVILLE RD.
AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
5/8/2023	Reviewed "Fraud Risk" and "Going Concern" completed questionnaires to add to audit file; reviewed pending items to update summary listing for several documents received.	0.25	138.00	34.50

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Fees/Expenses	\$34.50
Payments/Credits	\$0.00
Total Invoice Balance	\$34.50
Total Account Balance	\$34.50

Ronald W. Meyer, P.L.L.C.
 401 West 15th Street, Suite 850
 Austin, TX 78701
 Phone: 512.476-4511

Invoice

Invoice Date: 7/31/2023

Invoice #: 38416

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
 11950 JOLLYVILLE RD.
 AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
7/5/2023	Reviewed summary of pending items to email updated list to Joe/Ron; reviewed responses from Joe re: notable variances from analytical review to add to audit file; prepared AJE <1> to record accounts receivable at year-end per detailed schedule.	1	138.00	138.00
7/29/2023	Began review of and work with several accounting documents received from Joe re: pending items--financial schedules, bank statements, and documents related to disbursements transactional testing.	0.5	138.00	69.00
7/31/2023	Continued review of documentation and responses received from Joe re: pending items and bank statements/year-end cash balances; continued work on disbursements transactional testing re: review of cleared check images and electronic payments and vendor invoice documentation; began work on equity rollforward.	2	138.00	276.00
7/31/2023	Preliminary work on 2022 independent auditor's report. Prepare management representation and S.A.S. No. 114 letters.	0.75	220.00	165.00
7/31/2023	Copy Charges	8	0.15	1.20

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Fees/Expenses \$649.20

Payments/Credits \$0.00

Total Invoice Balance \$649.20

Total Account Balance \$649.20

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Invoice

Invoice Date: 8/31/2023

Invoice #: 38681

joe.gaines@goodwintx.com

Bill To:

Bradford Park HOA
 11950 JOLLYVILLE RD.
 AUSTIN, TX 78759

Date	Description	Hours/Qty	Rate	Amount
8/1/2023	Continued review of documentation received from Joe re: disbursements transactional testing and review of cleared check images/electronic payment confirmations and vendor invoice documentation.	1	152.00	152.00
8/2/2023	Completed review of documentation received from Joe re: summary of pending items to send updated email to him (cc: Ron); documented year-end cash balances in audit file; prepared AJE <2> to adjust prepaid assessments balance at year-end; worked on bank confirmations; worked on equity rollforward, posting AJEs from 12/31/21 to 12/31/22; created and completed adjusted trial balance, adding all AJEs from 12/31/21 and fiscal year 2022.	5	152.00	760.00
8/3/2023	Complete initial draft of 2022 independent auditor's report. Initiate 12/31/22 electronic bank confirmations. Respond to proof reader's comments regarding report draft. Issue report draft to client.	1	242.00	242.00

Fees/Expenses

Payments/Credits

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Invoice

Invoice Date: 8/31/2023

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Date	Description	Hours/Qty	Rate	Amount
8/3/2023	Completed review of Board Meeting minutes; completed prepaid insurance analysis, proposing AJE <14> to adjust prepaid insurance balance at 12/31/22; completed adjusted trial balance analysis; prepared files for internal process review; updated tasks completed in Suralink; continued work on disbursements transactional analysis re: review and documentation of vendor invoice support.	3.25	152.00	494.00
8/4/2023	Sign and issue final version of 2022 independent auditor's report.	0.25	242.00	60.50
8/7/2023	Continued work to document review of support for disbursements transactional testing analysis re: vendor invoices/contracts/source documents.	0.75	152.00	114.00
8/9/2023	Continued work to complete documentation of review of cash deposit transactions in disbursements transactional testing analysis.	0.75	152.00	114.00
8/10/2023	Continued work to document review of vendor invoice support in disbursements transactional testing analysis.	0.5	152.00	76.00
8/11/2023	Completed documentation of review of invoice support for disbursements transactional testing analysis.	1.25	152.00	190.00

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Date	Description	Hours/Qty	Rate	Amount
8/2/2023	Copy Charges	1	0.15	0.15
8/3/2023	Copy Charges	11	0.15	1.65

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Fees/Expenses	\$2,204.30
Payments/Credits	-\$399.50
Total Invoice Balance	\$1,804.80
Total Account Balance	\$1,804.80