

Category	Task	Responsible	Progress	Done By: Initials	Notes
General					
	Share Audit folder with Auditor	Accounting			make sure proper sharing rights are chosen. Auditor should be able to "view and edit"
	Add Auditor as User in Quickbooks	Accounting			make sure proper sharing rights are chosen. Auditor should be able to "View"
Accounting Reports					
	P and L - Last Fiscal year	Accounting			
	P and L - This Fiscal year to date	Accounting			Up to last reconciled date
	Trial Balance - Last Fiscal Year	Accounting			
	Trial Balance - This Fiscal Year to Date	Accounting			Up to last reconciled date
	AR Summary- Last Fiscal Year	Accounting			
	AR Summary- This Fiscal Year to Date	Accounting			Up to last reconciled date
	AP Summary- Last Fiscal Year	Accounting			
	AP Summary- This Fiscal Year	Accounting			Up to last reconciled date
	General Ledger - Last Fiscal Year	Accounting			
	General Ledger - This Fiscal Year to Date	Accounting			Up to last reconciled date
	Budget - Last Fiscal Year	Accounting			
	Budget - This Fiscal Year	Accounting			
Contracts					
	Snow	Property Management			Insert Link to shared doc
	Fitness equipment	Property Management			Insert Link to shared doc
	Landscaping	Property Management			Insert Link to shared doc
	Natural Gas	Property Management			Insert Link to shared doc
	Generator	Property Management			Insert Link to shared doc
	Roof Antenna	Property Management			Insert Link to shared doc
	Laundry	Property Management			Insert Link to shared doc
	HVAC Maintenance	Property Management			Insert Link to shared doc
	Elevator Maintenance	Property Management			Insert Link to shared doc
	Garbage Chute and Compactor	Property Management			Insert Link to shared doc
	Natural Gas Purchase Group	Property Management			Insert Link to shared doc
	Pool Maintenance	Property Management			Insert Link to shared doc
	Bug Maintenance	Property Management			Insert Link to shared doc
	Waste Maintenance	Property Management			Insert Link to shared doc
	Management Agreement	Property Management			Insert Link to shared doc
	Cleaning	Property Management			Insert Link to shared doc
	Superintendant	Property Management			Insert Link to shared doc
Miscellaneous					
	Status Certificate	Property Management			Insert Link to shared doc
	Declaration	Property Management			Insert Link to shared doc
	By-Laws	Property Management			Insert Link to shared doc
	Form 15	Property Management			Insert Link to shared doc
	Reserve Fund Study	Property Management			Insert Link to shared doc
	Board Meeting Minutes	Property Management			Insert Link to shared doc
	AGM Minutes	Property Management			Insert Link to shared doc
	Other	Property Management			Insert Link to shared doc
					Insert Link to shared doc
					Insert Link to shared doc