

April 6, 2021

Encore Jr High and High School
16955 Lemon St.
Hesperia, Ca 92345

To Encore Board of Directors

I have reviewed and reconciled the Encore Student Debit Account for the months of July 2020-November 2020. I was provided bank statements and all supporting documents that coincide. This information was used to complete bank reconciliations for the above mention months within the Encore Quickbooks software. I also completed a second reconciliation within my company software.

Based on the information provided to me, all the transactions, deposits and expenses, were entered into Quickbooks by an Encore employee. Income is first entered into a POS system (NCR, WIX or WePay) and then deposited into the bank account. Expenses have internal control stamps for approval by various Encore employees. No transactions were outside of the scope of operating a 501c3 non-profit organization. Each month provided, reconciled to the bank statement balances with no adjustments. All transactions were entered into Quickbooks in a timely manner.

I am providing the printed reconciliation report from Encore Quickbooks and a second reconciliation report completed with my company software. If you have any questions please email or call me.

Faith Maldonado, EA
H&R Block
Enrolled Agent and Bookkeeper
(760) 868-1818 (760) 245-7970
faith.maldonado@tax.hrblock.com