

June 2, 2021

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

To Encore Board of Directors,

I have reviewed the Encore Student Debit Account for the Month of March 2021. I was provided the bank statement, Quickbooks reports (bank reconciliation, ledgers, profit/loss and balance sheet), and POS system reports (NCR, WIX, or WePay). I was not provided with supporting documents but was offered upon request. I did not complete the bank reconciliation through Quickbooks as it was done by an Encore employee.

Based on the information provided to me, all transactions, deposits and expenses, were entered into Quickbooks by an Encore Employee. Income is first entered into a POS system by Encore employee and then deposited into the bank account. The bank reconciliation was accurate based on current cleared transactions and a manual written adjustment was recorded for the uncleared transactions within Quickbooks that matches current transactions.

Monthly transactions show the school expenses that are being reimbursed through DMS Company to the Student Debit account are closer to being accounted for, allowing the Student Debit account club balances to be complete for the upcoming school year.

No transactions were outside the scope of operating a 501c3 non-profit organization.

If you have any questions please email or call me.

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