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January 25, 2021

The Board of Directors  
AAUW St. George Branch  
PO Box 790  
St. George, Utah 84771

Gentlepersons:

I have prepared and filed the income tax return for the AAUW St. George Branch for fiscal 2019-2020. During the preparation of the tax return, I had access to the books and records of the organization and was able to check them for completeness and accuracy.

The organization uses QuickBooks Online to record accounting information. Supporting documents are scanned and added to QuickBooks and are available to authorized personnel. The QuickBooks reports agree with the tax return for the year ended June 30, 2020. Bank reconciliations as of June 30, 2020 were available for all bank accounts.

**Accounting System:** The AAUW St. George Branch maintains its books on QuickBooks Online. The system can be easily accessed by authorized personnel, with approval from the Vice President of Finance. The QuickBooks accounts are up to date through November 2020 and are in balance. The net increase in funds (net income) ties out to equity to date (balance sheet) with no miscellaneous differences. Comparative reports are available in QuickBooks and facilitate reviewing changes from the prior year which might indicate errors and or unusual variations.

**Supporting Documentation:** The following documents are available online in Quickbooks

Bank and Credit Card Statements and reconciliations  
Budgets  
Contracts  
Dues Reports  
Financial Statements  
Fundraising Reports  
Journal Entry Backup Documents  
Receipts  
Review Information

QuickBooks has backup documentation for every deposit, check written or other transaction recorded during the year. The detail is more than adequate for a detailed review.

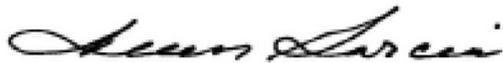
**Financial Reporting:** The monthly financial statements presented to the Board of Directors are created in Excel because QuickBooks does not have an existing format specifically for non-profit reporting. Transfer of data to excel is very common practice for many organizations and provides more flexible and customizable financial reporting.

**Financial Personnel:** Non-profit bookkeeping, financial reporting and internal control over assets is complex and requires skilled volunteers. The organization is very fortunate to have a professional accountant who is very computer literate in charge of financial functions. The Co-Vice President of Finance provides for a good segregation of duties. The Board of Directors has also been very involved in reviewing financial information.

In conclusion, the books and records of the AAUW St. George Branch are robust and well documented and are under the supervision of a capable accountant.

I appreciate this opportunity to work with the AAUW. Please call me if you have any questions or problems with either the tax return or this letter or if you receive any correspondence from the IRS.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ileen Garcia".

Ileen Garcia  
Certified Public Accountant