

Liz Brent
[REDACTED]

September 16, 2008

Mission Viejo HOA, Inc.
4255 S. Buckley Road, #110
Aurora, Colorado 80013

Dear Mission Viejo Homeowners' Association Board of Directors,

Upon review and in preparation to audit Mission Viejo Homeowners' Association QuickBooks company files, as a seasoned QuickBooks Pro user, I found areas of challenge within Mission Viejo HOA company file set-up. I proposed a new format that required the entire company file be reconstituted and offered to assist Alan Engels with this endeavor. My original goal was to establish a new Chart of Accounts and Class List to help properly identify areas of revenue and expenditure, and to facilitate more accurate financial reporting at month and year-end. However, once I began the initial data entry and, after talking more with Alan about specific entries, I found that I could be more helpful to Alan by continuing the data entry so as to set-up several types of examples for future entries.

After my initial review of Mission Viejo Homeowners' Association QuickBooks company file and after completing the revised Mission Viejo Homeowners' Association QuickBooks company file, whereby I scrutinized revenues and expenditures, I found no instances of abuses of charity. Aside from an uncategorized deposit of \$105.00 made on July 12, 2007, all revenue and expenditures for Mission Viejo's Homeowners' Association indicated in the FirstBank operating account were verified from December 27, 2006 to August 31, 2008 as rendered and used for the homeowners' association organizational purposes only. The company QuickBooks file is reconciled to August 31, 2008.

The information below summarizes the work that was required to complete the above-described actions and the associated cost. As I discussed early on with Alan, because most of this work was outside our original agreed upon scope of services, please feel free to apply any or all of the additional time to 'Volunteer Services'.

Work Summary:

Completed between August 1 – September 16, 2008

Review QuickBooks company file and associated documents: 6 hrs. (4 hrs. with Alan) @ \$25/hr.	150.00
Research and review newly revised IRS Form 990 and IRS Form 990 EZ: 1 hr. @ \$25/hr.	25.00
Research and review Unified Chart of Accounts for Non-Profit organizations: 2 hrs. @ \$25/hr.	50.00
Establish QB company file, data entry for 21 mos., account reconciliation: 48 hrs. @ \$25/hr.	1,200.00
Correspond with Alan for information regarding specific entries: 4.5 hrs. @ \$25/hr.	112.50
Total services cost	\$1,537.50
Pre-payment for services, July 22, 2008	-180.00
Total adjusted services cost	\$1,357.50

Thank you for the opportunity to assist your association with your accounting needs. If you have any questions, please call me at [REDACTED].

Sincerely,