

Memorandum

To: Chris White and Kathy Nguyen
From: Nancy Reynolds
Date: 7/20/19
Re: June Financials and Year-End Reports

Notes/Comments:

- **Current Period** - Notes/observations:
 - Net Positive Cash Flow of **~\$20.4K** for June – on Dues of **~\$39.7K**.
 - Checking account balance is **~\$9.6 K**.
 - As of the end of June 2019, ACE has **~\$739.1K** in savings and investments.
- The following Fiscal Year End documents have been included: Journal FY 18-19, GL FY 18-19, Trial Balance FY 18-19, Interest Income FY 18-19, Backup Tax Withholding FY 18-19, Income Statement FY 18-19, and Depreciation Schedule.
- I am currently using the 2016 version of QuickBooks. Should your auditor require electronic copies of any information, they will need either the same or later version of the software or the Accountant Version.
- My invoice is attached.
- Please call or email me if you have any questions: reynoldsactg@sbcglobal.net or (650) 815-8602

Thank you