
Serving Southern Nevada's Individuals and Small Business Community

January 5, 2019

Vegas Quilten' Bees
1358 S. Christy
Las Vegas, NV 89142

To Members of Vegas Quilten' Bees,

I have analyzed the QuickBooks file and back up documentation (including deposit details, check details, and bank statements with reconciliations) for the calendar year 2017 for Las Vegas Quilters. Through this process, I looked at the activity for every account in the general ledger. On December 17, 2018, I interviewed Tonie Keith for approximately one hour to satisfy questions about the group and its activities. On January 5, 2019, I read the bylaws of Las Vegas Quilters.

Upon the conclusion of my analysis, I have found that the bookkeeping seems to be in reasonable order and is generally correct in classification and reconciliation (where reconciliation is necessary). I have prepared a list of suggestions that the members may want to consider going forward. They are as follows:

- 1) The checking account has been reconciled through the end of December 2017. Two receipts were discovered to be missing. Those were as follows:
 - a. January 2017: Check #126 02/19/2017 in the amount of \$16.97 issued to A. Burge – reason stated by Tonie Keith – cake purchase for Sunshine meeting.
 - b. October 2017: EFT 10/23/2017 in the amount \$48.63 issued to JoAnn Fabrics – reason stated by Tonie Keith – vinyl for 2018 retreat.
 - i. My suggestion #1: Purchase a bag, envelope, folder, etc. to keep specific receipts gathered from members who purchase items for the group until they can be stapled to the respective bank statements.
 - ii. My suggestion #2: Let members know that a receipt is necessary for reimbursement unless prior, specific permission is given by key members of the group.
- 2) While reviewing the Balance Sheet portion of the QuickBooks, I noticed a quilt stand purchased 10/20/2012 for \$150 listed in the Furniture & Equipment account. I questioned Tonie Keith about the stand, and she was unaware of where the stand might be located.
 - a. My suggestion: The group may want to consider removing this stand by moving the cost to an equity account. This will not affect the expense portion of the bookkeeping for the year.

I am available to answer questions by phone (subject to availability) if the Members should have additional questions. I would be happy to answer any questions. I can be contacted at 702-767-3989.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Amy Billey".

Amy Billey, MBA, EA
AB Business Services, LLC