

## **Scope of Work**

We will work with you to provide consulting services in connection with:

- Cleanup and Maintenance of QuickBooks Online records including:
  1. Reconciling book balances to audited financials
  2. Monthly credit card and bank reconciliations
  3. Payroll Liability accounts
  4. Chart of accounts improvements
  5. Accounts Receivable /Account payable balances

# Eide Bailly Report

As we are non-audit services we do not have a presentation but I can give full update of services provided and completion dates below on these services:

- Reconcile book balance to audit- Completed and up to date through most recent audit. Please note that this was completed by 9/30/2024. Please note the delay was due to auditor not providing requested documents timely.
  - Book balance is reconciled to audit balance as of 6/30/2021
  - Book balance is reconciled to audit balance as of 6/30/2022
  - Book balance is reconciled to audit balance as of 6/30/2023
- Catch up bank/CC reconciliations
  - Bank reconciliations on Reserve-Park & Rec 4912 completed through 6/30/2024. Completed in September 2024.
  - Bank reconciliations on Business Checking 4901 completed through 6/30/2024. Completed in March 2025.
  - CC reconciliations US Bank reconciled through 8/12/2024. Completed in September 2024.
  - CC reconciliations Home Depot- this card has been closed and balance needs to be written off.
- Payroll liability cleanup/research
  - This has been completed through 6/30/2024. Please note that the company performing payroll has not entered payroll since May of 2024 and has been booking a general expense rather than breaking it out by department. Additionally, they were entering the payroll twice, Eide Bailly found duplicates and cleaned that up during this process. Please see payroll accounts that the accounting firm is booking to. Please note the last payroll entry booked into QBO was 5/20/2024
  
- AR/AP Cleanup
  - This has been completed other than pending Newberry review of outstanding checks- There are multiple outstanding checks that need to be reviewed by management. If the checks are valid they need to be voided and reissued. These are checks that were written and not cashed by the recipient. Eide Bailly sent a listing of outstanding checks to management to review. A thorough review is recommended and if the check was valid it is suggested that management void the original check

and than reissue in the current period. If checks go outstanding for a long period of time it is required to submit a claim on the check with the appropriate government agency. If the check is not valid you can void in the current period.

- Revenue/Expense account cleanup
  - This has been completed other than payroll items mentioned above which is done by the other accounting firm
  - Uncategorized expenses were all cleared out and coded
- Chart of accounts improvements
  - Per my understanding after discussion with Kayleen is that this is no longer desired. If this is still something the board would like done than we can complete this quickly but Newberry was not charged for this service.

Please let me know if you have any other questions!!

Thanks,