Daniel Smith <dsmith@avfwater.org>

QuickBooks Update

1 message

Shirley Brown <surelyshirley2016@gmail.com> Mon, Oct 26, 2026 at 7:18 AM
To: Daniel Smith <dsmith@avfwater.org>, Makayla Simmons <msimmons@avfwater.org>

Good morning, Daniel,

I wanted to provide an update on the QuickBooks setup for the Apple Valley Foothill County Water District ahead of today's board meeting.

1. Chart of Accounts (COA)

I have been working on building and organizing the Chart of Accounts in QuickBooks Online using the district's existing code list and Makayla's recommendations. This includes establishing income and expense accounts, making necessary adjustments, and creating subaccounts to provide more detailed financial reporting.

2. Code List and Account Adjustments

During the setup process, we identified changes needed to Director Payments and Income. Those adjustments have been made, and transaction entry has begun using the updated accounts. I will continue reviewing the code list and addressing any remaining questions as the setup progresses.

3. Transaction Entry and Profit & Loss Reporting

We have begun entering transactions into QuickBooks, and a current Profit & Loss report is now in the making. As additional transactions are entered and categorized, the report will continue to develop, providing the district with a clearer picture of its income and expenses.

4. Next Steps

- Continue reviewing and refining the Chart of Accounts and code list.
- Resolve any remaining questions regarding account classifications.
- Continue entering and categorizing transactions.
- Develop the Profit & Loss report as transaction entry progresses.
- Work toward reliable financial reporting that will support the district's ongoing operations and board decisions.

My goal is to establish an organized accounting system that provides the district with accurate financial records and useful financial reports.

Thank you,

Shirley Brown
Shirley Brown Bookkeeping Services

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