

Hereford Zone Recreation & Parks Council
17301 York Road
Parkton, MD 21120

To: All Chairpersons
From: Mary Robinson, Accountant
Subject: Final Activity Report
Date: September XX, 20XX

I will be preparing the Federal Income Tax Return for the Council based on your activity's final transaction report. Please review this report to insure that the report is accurate and complete. If you have any changes, please mark your changes on the transaction report and return this cover letter along with the marked transaction report. Otherwise, just return this signed cover letter. If you have any questions, please call me at 410-252-7182.

Your response is due to me by October 10, 20XX.

The attached final transaction report lists the transactions for the entire year for your activity. If you would like to clean out your files, this transaction report is the only one you need to keep.

Thank you,

Enc: Final Transaction Report.

I have reviewed the Final Transaction Report for the period 9/01/XX to 8/31/XX.

_____ and it is accurate and complete.

or

_____ and the attached changes on the transaction report should be made.

Print Name

Signature

Activity Name