



**AAUW CA
SPECIAL PROJECTS
FUND (SPF)**

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January 4, 2016

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Stephanie Martinez. Ms. Martinez has been working as our contracted bookkeeper since January 2014 for our non-profit organization.

As Chief Financial Officer/Treasurer of AAUW CA Special Projects Fund, Ms. Martinez has worked very closely with me to review our practices and to make the quarterly reporting we distribute to our clients more user/reader friendly for which we have had very positive client response. She is responsible for the daily operations of our program which includes mail collection, deposit preparation and banking. Ms. Martinez is also responsible for keeping our accounting system, QuickBooks, current. Monthly a current copy of the program is forwarded to me for review and to be able to provide answers to our clients if they have questions.

Our major client Tech Trek, an educational camp for girls sponsored by AAUW California, has 10 science camps that are held each summer between June and August. Ms. Martinez is instrumental in getting all the vendors paid promptly, maintaining reporting records for IRS, and building the profit and loss statements for each of the camps. During and shortly after the camps completion, she is creating approximately 50 to 75 checks weekly along with the normal tasks of her job.

Based on my interaction with Ms. Martinez she shows initiative with the tasks assigned and is consistently looking for ways to help us improve our organization. She is a positive person and works well with all our board members. She is a valuable member of our team.

Sincerely,

A handwritten signature in blue ink that reads 'Jane Stanley'. The signature is fluid and cursive, with the first name 'Jane' being more prominent than the last name 'Stanley'.

Jane Stanley
Chief Financial Officer/Treasurer

The AAUW California Special Projects Funds purpose is exclusively educational and charitable. It receives and distributes contributions from individuals, corporations, and AAUW California for programs and projects that further education and equity for all women and girls in the communities served by AAUW California branches. Contributions to the AAUW California Special Projects Fund are tax deductible under the 501(c)3 regulations of the federal and California State Tax Codes.