

March 14, 2025

To Business Oregon,

My name is Elvira Morales-Velasco and I am the owner of **Move Forward Bookkeeping**. For the past six years I have volunteered with Plaza de Nuestra Comunidad (formerly Centro Latino Americano, Downtown Languages, and Huerto de la Familia) to provide accounting and tax workshops in their Cambios Business Program.

I am writing this letter of support because I love the work of Plaza de Nuestra Comunidad, and the unique services they provide to the Latino and immigrant community in Lane County. They care deeply about helping people reach their dreams and goals, and work very hard to do so.

Through these in-class workshops, I have met many ambitious and hardworking Latin American immigrants, many of whom have gone on to start their own businesses in the community. Some things I have covered in my consultations include:

- The difference between an accountant and a bookkeeper
- The fundamental vocabulary for accounting (assets, liabilities, capital)
- The difference between single and double entries
- Activities and exercises around credit versus debit in accounting
- Profit and Loss statement, and Balance Sheet
- Filing Taxes - 1040 form for taxes, the Schedule C and Schedule SE and explain what qualifies as business expenses, with a breakdown of the documents
- Tips for creating invoices
- QuickBooks workshops

As a whole, the Cambios Business Program provides Latinx community members with access to more opportunities for income, stability, and connection. Centro is the only organization in our community that provides this type of service to this community, therefore it is in high demand, and extremely necessary to help Latin American business owners succeed. The more capacity this program has, the more people it will be able to help.

I feel honored to volunteer as a consultant for students in this program, and humbled to be making a difference in such a wonderful way.

Sincerely,

Elvira Morales-Velasco

Owner

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