

End of Year Reports

DUE BY 11:59PM JUNE 30,2017

\$500 PENALTY FOR LATE OR INACCURATE SUBMISSION

Eastern Region Budget Committee – EOY Mentors

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EOY Submission Requirement

- Income: Must have National, Regional, Local income categories
- Expense: Must have National, Regional, Local expense categories
- Prefer to have all Per Capita line items identified : Per Capita, Assessment, Associate, Life Associates, Teen, Joining Fee, Member on Leave, HQ Assmt, etc.
- Foundation Income and Expense categories clearly identified
- Group expense by categories – see chart of accounts in Financial Handbook
- Beginning Balance on General Ledger matches 2016 EOYR ending balance
- Resolve all negative amounts on Profit and Loss report
- Resolve outstanding checks and deposits
- Regional Treasurer has verified ‘accurate and complete’

Clear Prior Period Checks and Deposits

Prior year adjustments will return an error message

- Create an income GL Account: Void check from prior period
- Create an expense GL Account: Void deposit from prior period

To Void a prior period check:

- Submit a deposit entry for voided check in the current month
 - Charge to GL account: Void check from prior period
- During bank reconciliation apply the deposit entry to the outstanding check

Note: Voiding a prior period check will change the General Ledger Beginning Balance. Chapters must reconcile the beginning balance to submit 'accurate and complete'

Create a General Ledger Account

- Chart of Accounts (see icon on home page)
- Click Account to display dropdown menu
- Select 'New'
- Select 'Income' to identify new account as Income
- Enter Account Name
- Save and Close

The screenshot shows a web application interface for creating a new General Ledger account. The 'Account Type' dropdown is set to 'Income'. The 'Account Name' field contains 'Void Check from Prior Period'. A dropdown menu is open, showing options like 'New', 'Edit Account', and 'Delete Account'. The 'New' option is highlighted. Below the form, there are optional fields for 'Description', 'Note', and 'Tax-Line Mapping'.

Account Type:

Account Name:

Subaccount of

OPTIONAL

Description:


Note:

Tax-Line Mapping: [How do I choose the right tax line?](#)

Account Activities Rego

Re-align General Ledger Chart of Accounts

- Chart of Accounts (see icon on home page)
- Select Account to realign
- Click Account to display dropdown menu
- Select 'Edit Account'
- Change Account Name
- Change Subaccount to realign grouping
- Save and Close

 Account Type

Account Name

Subaccount of

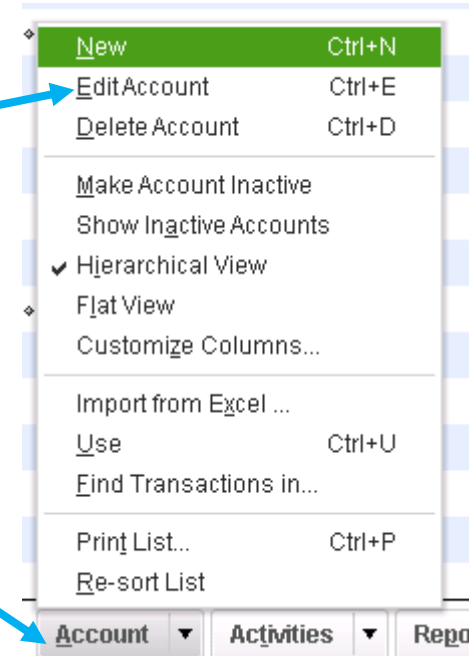


Chart of Account Updates

Account	Type
Revenue	Income
100 Chapter Dues	Income
100 Chapter Dues:100.1 Active Members	Income
100 Chapter Dues:100.2 New Members	Income
100 Chapter Dues:100.2 New Members:Initiation Fee	Income
100 Chapter Dues:100.3 Active Teen Members	Income
100 Chapter Dues:100.4 Members on Leave	Income
100 Chapter Dues:100.5 Associates	Income
100 Chapter Dues:100.6 Late Fees	Income
200 Regional Per Capita	Income
200 Regional Per Capita:200.1 Active Members	Income
200 Regional Per Capita:200.2 Active Teen Members	Income
200 Regional Per Capita:200.3 New Member Joining Fee	Income
200 Regional Per Capita:200.4 New Teen Joining Fee	Income
200 Regional Per Capita:200.5 Associates	Income
200 Regional Per Capita:200.6 Members on Leave	Income
200 Regional Per Capita:200.7 Regional Assessment	Income
300 National Per Capita	Income
300 National Per Capita:300.1 Active Members	Income
300 National Per Capita:300.2 New Members Joining Fee	Income
300 National Per Capita:300.3 Associates	Income
300 National Per Capita:300.4 Life Members - 10 years	Income
300 National Per Capita:300.5 Life Members - 15 yrs	Income
300 National Per Capita:300.6 Life Members - 20 years	Income
300 National Per Capita:300.7 Members on Leave	Income
300 National Per Capita:300.8 National Convention Asses	Income
300 National Per Capita:300.9 Headquarters Assessment	Income

Account	Type
500 Meetings	Income
500 Meetings:500.1 Childrens Cluster	Income
500 Meetings:500.2 Mothers Cluster	Income
500 Meetings:500.3 National Convention	Income
500 Meetings:500.4 Regional Convention	Income
500 Meetings:500.5 Teen Conference	Income
500 Meetings:500.6 Other Meetings	Income
600 Other	Income
600 Other:600.1 Teen Income	Income
600 Other:600.10 Misc Income	Income
600 Other:600.2 Special Chapter Income	Income
600 Other:600.3 Void Check Prior Period	Income
600 Other:600.5 Transfer from Fundraising	Income
600 Other:600.4 Transfer From Operating	Income
600 Other:600.6 Grants Income	Income
600 Other:600.7 Up the Hill Income	Income
700 Program Activities	Income
800 Fundraising Income	Income

Ensure accounts summarized by the Highlighted accounts on the P&L Report

Account	Type
100 Regional Per Capita	Expense
100 Regional Per Capita:100.1 Active Members	Expense
100 Regional Per Capita:100.2 Active Teen Members	Expense
100 Regional Per Capita:100.3 New Members Joining Fees	Expense
100 Regional Per Capita:100.4 New Teen Joining Fees	Expense
100 Regional Per Capita:100.5 Associates	Expense
100 Regional Per Capita:100.6 Members on Leave	Expense
100 Regional Per Capita:100.7 Regional Assessments	Expense
100 Regional Per Capita:100.8 Late Fees	Expense
200 National Per Capita	Expense
200 National Per Capita:200.1 Active Members	Expense
200 National Per Capita:200.2 New Members Joining Fee	Expense
200 National Per Capita:200.3 Associates	Expense
200 National Per Capita:200.4 Life Members - 10 yrs	Expense
200 National Per Capita:200.5 Life Members - 15 yrs	Expense
200 National Per Capita:200.6 Life Members 20 yrs	Expense
200 National Per Capita:200.7 Members on Leave	Expense
200 National Per Capita:200.8 National Convention Asses	Expense
200 National Per Capita:200.89 Late Fees	Expense
200 National Per Capita:200.9 Bonding/Insurance	Expense
200 National Per Capita:200.92 Up the Hill	Expense
200 National Per Capita:200.93 RightNetworks Subscription	Expense
200 National Per Capita:200.99 Headquarters Assessment	Expense
400 Meetings	Expense
400 Meetings:400.1 Mothers Area Workday Cluster	Expense
400 Meetings:400.2 Childrens Cluster	Expense
400 Meetings:400.3 Regional Conference	Expense
400 Meetings:400.4 Teen Conference	Expense
400 Meetings:400.5 National Convention	Expense
400 Meetings:400.6 Chapter Meetings	Expense
400 Meetings:400.7 Other Meetings	Expense

Account	Type
500 Foundation Contributions	Expense
500 Foundation Contributions:500.1 Mothers Contribution	Expense
500 Foundation Contributions:500.2 Teen Contribution	Expense
500 Foundation Contributions:500.3 Contributions to Charities	Expense
500 Foundation Contributions:500.4 Fundraiser Expense	Expense
500 Foundation Contributions:500.5 Transfer to Fundraising A	Expense
500 Foundation Contributions:500.6 Loose Change	Expense
500 Foundation Contributions:500.7 Transfer to Operating	Expense
600 Programming	Expense
600 Programming:600.1 Membership	Expense
600 Programming:600.2 Family Activities	Expense
600 Programming:600.3 Teen Activities	Expense
600 Programming:600.4 Childrens Activities	Expense
600 Programming:600.5 Chapter/ParentsActivities	Expense
600 Programming:600.6 Other Activities	Expense
700 General Activities	Expense
700 General Activities:700.1 Advertisements	Expense
700 General Activities:700.2 Bank Charges	Expense
700 General Activities:700.3 Void Deposits prior Period	Expense
700 General Activities:700.4 Computer Equipment	Expense
700 General Activities:700.5 Courtesies	Expense
700 General Activities:700.6 Duplication/Printing	Expense
700 General Activities:700.7 Legal/Audit	Expense
700 General Activities:700.8 Office Supplies	Expense
700 General Activities:700.9 Other Contributions	Expense
700 General Activities:700.91 Postage/Shipping	Expense
700 General Activities:700.92 Refunds/ NSF	Expense
700 General Activities:700.93 Telephone	Expense
700 General Activities:700.94 Travel	Expense
700 General Activities:700.95 Miscellaneous	Expense
800 Other	Expense
900 Passthrough	Expense

05/18/17

Cash Basis

Profit & Loss

June 1, 2016 through May 18, 2017

Jun 1, '16 - May 18, 17	
▼ Ordinary Income/Expense	
▼ Income	
▶ 100 Chapter Dues Income	32,289.00
▶ 200 Regional Assessments	8,500.00
▶ 300 National Assessment	14,270.00
▶ 400 Meetings	1,815.00
▶ 500 Programming In/Out	78,502.64
▶ 600 Miscellaneous Revenue	4,701.08
▶ 900 Fundraising Income	23,080.97
▶ Senior Teen Income	13,086.08
Total Income	176,044.77
Gross Profit	176,044.77
▼ Expense	
▶ 1000 Regional Fees	8,110.00
▶ 2000 National Fees	13,020.00
▶ 3000 Meetings	9,762.94
▶ 5000 Programming In/Out Expense	93,811.96
▶ 6000 General Operating	2,441.74
▶ 8000 Foundation Contribution	7,761.95
▶ 9000 Fundraising Expenses	9,608.26
▶ Senior Teen Expenses ▶	15,814.15 ◀
Total Expense	160,131.00
Net Ordinary Income	15,913.77
Net Income	<u>15,913.77</u>

- Profit and Loss Report
- Total Company
- Cash Basis
- Fundraising Income/ Expense
- Expand all sections
- Reconcile Negative Amounts
- Transfer to Fundraising
- Transfer to Operating
- Transfer from Fundraising
- Transfer from Operating
- Void Checks prior period

General Ledger

As of May 18, 2017

Cash Basis

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance	
Foundation Account								0.00	
Total Foundation Account								0.00	
Fundraising Account								26,359.09	
Deposit						600.00	600.00	26,359.09	
Check						-323.90	-323.90	26,635.19	
Check						-400.00	-400.00	26,235.19	
Check						-74.00	-74.00	26,161.19	
Check						-3,723.64	-3,723.64	22,437.55	
Check						-340.00	-340.00	22,097.55	
Deposit						1,136.04	1,136.04	23,233.59	
Check						-50.00	-50.00	23,183.59	
Check						-7,658.05	-7,658.05	15,525.54	
Total Fundraising Account								-10,833.55	15,525.54
Operating Account								15,863.76	
Deposit						1,645.00	1,645.00	17,508.76	
Check						-1,149.00	-1,149.00	16,359.76	
Check						-370.00	-370.00	15,989.76	
Check						-237.86	-237.86	15,751.90	
Check						-511.60	-511.60	15,240.30	
Check						-200.00	-200.00	15,040.30	
Check						-100.00	-100.00	14,940.30	
Check						-200.00	-200.00	14,740.30	
Check						-26.12	-26.12	14,714.18	
Check						-1,080.16	-1,080.16	13,634.02	
Check						-548.40	-548.40	13,085.62	

Beginning Balance

- Fundraising
- Operating

Must match 2016
EOY submission
ending balance

When the Financial
Secretary creates
invoices

Components to Applying Funds Collected (Payments) & Making Deposits

1. Receive & Record Funds Collected (Financial Secretary)
2. Record Deposit (Treasurer)
3. Verify on Check Register & Collections Report (Treasurer)

Invoice Method: Receive Payments & Record Deposits

The screenshot displays the QuickBooks Pro 2014 interface. The main dashboard is titled 'Home' and is divided into three main sections: VENDORS, CUSTOMERS, and COMPANY. A large red arrow points to the 'Receive Payments' icon in the CUSTOMERS section. The interface includes a menu bar at the top with options like File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. Below the menu bar is a toolbar with icons for various functions. On the right side, there are several panels: 'ACCOUNT BALANCES' showing a list of accounts and their balances, 'DO MORE WITH QUICKBOOKS' with a 'Cyber Monday Sale' banner, and 'BACKUP STATUS' showing the last backup time and options to back up now or online. The bottom of the screen shows the Windows taskbar with the Start button, the application name 'NJ Chapter of...', and the system clock showing 8:43 AM on 12/2/2016.

ACCOUNT BALANCES

NAME	BALANCE
001 - J&J Operati...	41,921.21
002 - J&J Fundrai...	3,176.22
003 - Event Brite	1,400.00
100 - Paypal	0.00
11000 - Accounts ...	5,174.58
11402 - New Moth...	0.00

BACKUP STATUS

Local: November 01, 2016, 11:42 AM
[Back up now](#)

Online: Back up online with Intuit Data Protect

Select Mother Member

Customer Payment

CUSTOMER BALANCE 0.00

RECEIVED FROM: [Dropdown]
PAYMENT AMOUNT: 0.00
DATE: 12/02/2016
REFERENCE #: [Field] [Where does this payment go?](#)

ARACCOUNT: 11000 - Accounts Rece...

DATE	NUMBER	ORIG. AMT	AMT. DUE	PAYMENT
Select the customer or job in the Received From field				
Totals			0.00	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: [Field]

Buttons: Save & Close, Save & New, Clear

Apply The Payment to Open Invoice

The screenshot shows the 'Customer Payment' interface in QuickBooks Online. The 'RECEIVED FROM' field is set to 'Marlaina Sims Powell'. The 'PAYMENT AMOUNT' is 0.00 and the 'DATE' is 12/02/2016. The 'A/R ACCOUNT' is '11000 - Accounts Receivable'. The 'CHECK' payment method is selected. A table below shows an invoice from 11/01/2016 with an amount due of 300.00 and a payment of 200.00. A summary box at the bottom right shows 'AMOUNTS FOR SELECTED INVOICES' with 0.00 for amount due, applied, and discount credits. The 'Apply' button in the top toolbar is highlighted with a red arrow, and the 'RECEIVED FROM' field is also highlighted with red arrows.

Customer Payment CUSTOMER BALANCE 200.00

RECEIVED FROM: Marlaina Sims Powell
PAYMENT AMOUNT: 0.00
DATE: 12/02/2016
REFERENCE #: [Where does this payment go?](#)

A/R ACCOUNT: 11000 - Accounts Receivable

CASH CHECK CREDIT DEBIT e-CHECK Other

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/01/2016	2017-129		300.00	200.00
Totals			300.00	200.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	0.00
APPLIED	0.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO:

Save & Close Save & New Clear

Record Deposits (Treasurer)

NJ Chapter of Jack & Jill of America Inc. - QuickBooks Pro 2014(multi-user)(Admin)

Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Home

VENDORS

- Enter Bills
- Pay Bills
- See Financing Options

CUSTOMERS

- Accept Credit Cards
- Create Sales Receipts
- Receive Payments
- Refunds & Credits
- Statement Charges
- Statements
- Create Invoices

COMPANY

- Chart of Accounts
- Items & Services
- Order Checks & Tax Forms
- Try QuickBooks
- Calendar

BANKING

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks

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graph TD; EnterBills[Enter Bills] --> PayBills[Pay Bills]; EnterBills --> CreateInvoices[Create Invoices]; CreateInvoices --> ReceivePayments[Receive Payments]; CreateInvoices --> Statements[Statements]; CreateInvoices --> RecordDeposits[Record Deposits]; ReceivePayments --> RecordDeposits; ReceivePayments --> RefundsCredits[Refunds & Credits]; ReceivePayments --> CreateSalesReceipts[Create Sales Receipts]; Statements --> RecordDeposits; AcceptCreditCards[Accept Credit Cards];
```

Select Payments To Deposit (Invoice & Sales Receipts)

Payments to Deposit

SELECT VIEW
View payment method type: All types
Sort payments by: Payment Method

SELECT PAYMENTS TO DEPOSIT

DATE	TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
10/23/2016		RCPT	57		Karan Davidson (C)	100.00
09/02/2016		PMT		Cash	Rochelle Peniston(C)	10.00
09/22/2016		PMT		Cash	Erica McDay(C)	14.33
11/17/2016		PMT		Cash	Valerie Morrison (C)	100.00
11/23/2016		PMT		Cash	Alison Scott Williams (C)	100.00
11/17/2016		PMT	4145	Check	Brett Simon(C)	280.00
11/17/2016		PMT	41451	Check	Brett Simon(C)	100.00
11/17/2016		PMT	675	Check	Darlene Winkler(C)	100.00
11/17/2016		PMT	3071	Check	Karma Warren, MD	100.00
11/17/2016		PMT	1364	Check	Ebonee Lewis (C)	100.00
11/17/2016		PMT	101	Check	Robyn Dawson Bryant	300.00
11/17/2016		PMT	3304	Check	Tiffany Dupree-Atwell(C)	100.00
11/17/2016		PMT	2058	Check	Karan Davidson (C)	300.00

0 of 30 payments selected for deposit

OK Cancel Help

Remember to match the mother's you are checking off with your deposit. You cannot mix your operating account deposits with your fundraising accounts. You can only do one account at a time.

Cash back goes to: [] Cash back memo: [] Cash back amount: []

Deposit Subtotal: []

Deposit Total: []

Save & Close Save & New Clear

Adding Payments to The Deposit

Deposit To: 001 - J&J Oper... Date: 10/19/2016 Memo: Deposit
 Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Alexis Davis(C)	12000 · Undeposited Funds			Cash		10.00
Courtney Harris-Lee(C)	12000 · Undeposited Funds		2391	Check		175.00
Renee Walters(C)	12000 · Undeposited Funds		334	Check		10.00
Angela Dees (C)	12000 · Undeposited Funds			Paypal		115.00
Deposit Subtotal						310.00
Deposit Total						310.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: _____ Cash back memo: _____ Cash back amount: _____

Buttons: **Save & Close** | Save & New | Revert

Confirming Deposit in Check Register

NJ Chapter of Jack & Jill of America, Inc. | J&J Operating Account

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window

Home My Company Income Tracker Calendar Snapshots Customers Vendors Employees Bank Feeds Docs Reports QuickBooks 2017 Order Checks Add Payroll Credit Cards Services Feedback

Go to... Print... Edit Transaction QuickReport Setup Bank Feeds

Open Windows

- 001 - J&J Operating...
- Make Deposits
- Home
- Receive Payments

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO		
10/03/2016	2362	Tiana Evans (C)	50.00		48,221.34
	CHK	11000 - Accounts Receivable	Voucher27A-17 Refund Sr. Teen T-shirt		
10/03/2016	2363	Shell Rice Williams(C)	80.00		48,141.34
	CHK	11000 - Accounts Receivable	Voucher 27-17 Refund Sr. Teen T-shirt fee		
10/03/2016	2364	Michelle Stevenson(C)	40.00		48,101.34
	CHK	11000 - Accounts Receivable	Voucher27A-17 Refund Sr. Teen T-shirt		
10/03/2016	2365	Kim Walker(C)	90.00		48,011.34
	CHK	11000 - Accounts Receivable			
10/03/2016	2366	Lynn Biot Gordon	50.00		47,961.34
	CHK	11000 - Accounts Receivable	VOUcher 27A-17 Refund Sr. Teen T-shirts		
10/03/2016	2367	Karma Warren, MD	90.00		47,871.34
	CHK	11000 - Accounts Receivable	Voucher27A-17 Refund Sr. Teen T-shirt		
10/03/2016	2368	Valerie Morrison (C)	100.00		47,771.34
	CHK	11000 - Accounts Receivable	Voucher27A-17 Refund Sr. Teen T-Shirt		
10/03/2016	2370	Pamela Brodie(C)	85.00		47,686.34
	CHK	11000 - Accounts Receivable	VOUcher27A-17 Refund Sr Teen T-shirt		
10/03/2016		TRANSFR 002 - J&J Fundraising Account	480.00		47,206.34
			Funds Transfer - Sr Teen Fundraising money went to Operating instead of Fur		
10/04/2016				100.00	47,306.34
	DEP	952-3 - Fundraiser Graphic Artist	Deposit		
10/11/2016	2348	Margaret J Cunningham	75.00		47,231.34
	CHK	11000 - Accounts Receivable	Voucher 277-17Refund check for sr. teen L-shirt 2016		
10/19/2016				310.00	47,541.34
	DEP	-split-	Deposit		

ENDING BALANCE **41,921.21**

Record Restore

Sort by Date, Type, Number/Ref

2017-2018 Per Capita

Per Capita Submissions

\$75	National Per Capita
\$20	National Convention Assessment
\$35	Regional Per Capita <i>(Can change at Regional Conference)</i>
\$20	Regional Conference Assessment <i>(Can change at Regional Conference)</i>
\$10	Regional Teen Per Capita (Child turns 13 by June 30, 2018)
\$540	Right Networks Annual Subscription (billed with Per Capita Submission)

Additional Recommendations:

- Quickbooks Upgrade if you are currently using QB 2014 (\$224.14 if ordering through Region)
- Gavel Club meetings
- If you have excess dollars in your bank account, identify strategic initiatives to reduce those dollars



Delia Ware - Tibbs
Eastern Regional Treasurer
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