

# 2015-2016 EOYR

## Eastern Region

### 100% Accurate and Complete

**Send email with your Chapter Name, Ending Balance for Operating and Fundraising.  
I will provide a listing to HQ for the Eastern Region to ensure the 2016-2017 Starting Balances will be accurate**

Per Capita Submission

# MIS Per Capita

Browser address bar: <https://jj.amsasp.com/members/members.asp?WC>

Browser tabs: [Inbox \(120\) - tibbs0298@gmail...](#), [Jack & Jill of America, Inc.](#), [Inbox \(83\)](#)

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## Chapter Administration

- [Maintain Officer Information](#)
- [Per Capita Tax](#)
- [Member Transfer](#)
- [Update Member Profile](#)

## Member Services

- [Chapter Home](#)
- [Membership Directory](#)
- [Children\Teen Directory](#)
- [Officer Directory](#)
- [Change Password](#)
- [Change Email Address](#)
- [My Activity](#)
- [My Event Attendance](#)
- [Online Help](#)
- [Log Out](#)

## Chapter Admin

[Chapter Admin](#)

## Regional Section

[Regional Section](#)



# Jack and Jill of America, Incorporated



THE POWER  
to make a  
DIFFERENCE



## Member Services

- Chapter Home
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## Chapter Admin

Chapter Admin

## Regional Section

Regional Section

Search Results [Back to Search Form](#)



[View in Excel](#)

Date: October 13, 2016

### Per Capita Tax Report

	Fee Type	Number	Fee	Amount
National	Active	32	75.00	\$2,400.00
	Associate	6	75.00	\$450.00
	Convention Assessment	38	20.00	\$760.00
	Chapter Bonding	1	50.00	\$50.00

**Total: \$3,660.00**

Regional	Active	32	35.00	\$1,120.00
	Regional Assessment	32	20.00	\$640.00
	Associate	6	35.00	\$210.00
	Teens	22	10.00	\$220.00

**Total: \$2,190.00**

### Relatives

	Male	Female	Unknown	Total
Children (2-12)	12	13	1	26
Teen	11	11	0	22
Fathers				18

## Updates made by November 5

- National Convention Assessment \$20
- Associates do not pay Regional Assessment
- Teen – 13 as of 6/30/2017

Right Networks

# Transition to RightNetworks

- Confirm that chapter is ready to transition
- Upload Quickbooks Datafile to dropbox (.QBW file)
- Identify the Quickbooks password
- Notify Regional Treasurer that file is in the dropbox
- Backup file will be placed on RightNetworks
  - With Updated Quickbooks 2017 if purchased
  - Quickbooks Pro purchase: payment to Eastern Region \$209 plus tax (\$222)
- Receive instructions for accessing RightNetworks
- Access RightNetworks and put icon on desktop



## WELCOME TO YOUR HOSTED DESKTOP!

The Right Networks team is excited to welcome you to our service. This email contains your secure login credentials and getting started information. Please save this email for future reference to your credentials and important links.

Your secure credentials for logging into your account:

Username: E

Password:

### Get Started in 3 Easy Steps!

We've pulled together all the information you need for a successful set up of your hosted desktop. The instructions below will guide you through the setup process.

[Get started!](#)



**Step 1:** The first thing you'll need to do is log in with your credentials above and [create and verify your security profile](#). This will allow us to provide secure access to you, and only you!



**Step 2:** Time to get things set up. [Answer a few questions about your device](#), run the setup wizard, select your files to upload and you're in the cloud!



**Step 3:** You're ready to work in your hosted desktop with anytime, anywhere access to your files and data!

### Need help getting started?

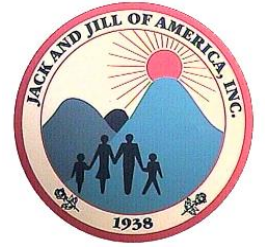
Visit our [Helpdesk](#) or follow these helpful links for answers to the most frequently asked account setup questions.

- [How do I print?](#)
- [Can I change my password?](#)
- [Can I change my account?](#)
- [How do I submit a ticket?](#)
- [What other apps can I host?](#)
- [How do I manage my files?](#)

# Roles & Responsibilities

(Financial Secretary & Treasurer)





# Roles and Responsibilities

## □ Financial Secretary

- ✓ Receives and Records all payments by chapter member for each activity (including payment type)
- ✓ Maintains a receipt book for cash payments
- ✓ Submits Payments to Treasurer for deposit (provides a separate Confirmation Sheet for Fundraising account vs Operating account)
- ✓ Provides to the chapter a monthly report of funds collected
- ✓ Provides to the chapter a monthly report of monies owed
  - ❖ The chapter member responsible for collecting the RSVPs for an event should provide the final RSVP list to the Financial Team on/shortly after the RSVP date
- ✓ Co-Chairs Budget Committee
- ✓ Works with the Internal Audit Committee



# Roles and Responsibilities

## ☐ Treasurer

- ✓ Makes Deposits provided by Financial Secretary (within one week of receipt)
- ✓ Provides vouchers for reimbursements
- ✓ Receives completed vouchers with supporting receipts
- ✓ Issues checks as long as requested amount is within approved budget/event funding amt
- ✓ Records Income and Expenses in QB
- ✓ Provides monthly QB reports (Bank Recons, P&L, G/L; Budget-to-Actual) to the chapter
- ✓ Chairs Budget Committee
- ✓ Enters Budget into QB
- ✓ Along with chapter President reviews and signs contracts



# Contracts and Check Signing

- ❑ All contracts and chapter issued checks must be signed by the President and the Treasurer
  - ❖ If the President is unavailable to sign she may delegate that task to the Vice President

## Additional Notes:

- ❖ Although last minute check requests are sometimes unavoidable, leverage Executive Board and Mothers Meetings for cutting checks or signing contracts
- ❖ Host Mothers / Committee Chairs should consider having the Mother's meeting as the last day for payment for activities prior to the day of the event. This way the payments can be submitted to the Financial Secretary at the meeting and a check can be issued for the activity



# Financial Due Dates

- ❑ **June 30<sup>th</sup>** – EOY Chapter Financial Reports completed and submitted to HQ
- ❑ **August 31<sup>st</sup>** – Chapter Audit Report completed and submitted to HQ
- ❑ **September 30<sup>th</sup>** – Per Capita Reports and Fees and Bonding Fee submitted to the National Treasurer and Regional Treasurer
- ❑ **May 15<sup>th</sup>** – Chapter Foundation and Contribution Bank Transmittal submitted to Regional Treasurer
- ❑ **May 31<sup>st</sup>** – New Member Forms and Fees submitted to the National Treasurer and Regional Treasurer

# Electronic Receipt of Payments for Chapters

# Online Tools for Payment

- As an alternative to payment by cash and checks, chapters may collect funds electronically
  - Chapters may use PayPal or person-to-person (P2P) online banking for **RECEIPT OF FUNDS ONLY**
- **CLEARXCHANGE** is a network of banks\* through which chapters can accept payments online, generally without fees

## Participating Banks

- Bank of America
- Capital One P2P Payments
- Chase Quick Pay<sup>SM</sup>
- FirstBank Person to Person Transfers
- Frost Send Money
- U.S. Bank Send Money
- Wells Fargo SurePay<sup>SM</sup>

**\*Citibank joining in 2017**

*\*If your bank is not a participating bank, you may still be able to register with CLEARXCHANGE*

# How do Online Payments Work?

- Chapters account must\* be held at **one of the participating banks**
- Chapters must sign up for online banking at their bank and provide an email address or mobile number
- Chapter moms can send money from **their own banks' online or mobile banking service** to the email address or mobile number – *similar to paying bills online (moms' bank must\* also be a participating bank)*

*\*If your bank is not a participating bank, you may still be able to register with CLEARXCHANGE*

# Example Using Chase QuickPay “screenshot”

The screenshot shows the Chase QuickPay interface. At the top, there is a navigation bar with a menu icon, a chat icon, a notification icon with a red '2', and the text 'Explore products'. The Chase logo is centered, and on the right, there are search, user profile, and 'Sign out' buttons. Below this is a green 'QuickPay' header with a close button. The main content area has tabs for 'Send money', 'Request money', and 'See To-do list >'. A dropdown menu is open showing 'Things you can do'. The form fields are: 'Send to' (GECC Financial Secretary), 'Email/mobile number' (GECCFinancialSecretary@gmail.com), 'Pay from' (CHASE PREMIER (...4627) \$256.54), 'Amount' (\$ 40.00), 'Send on' (10/05/2016), and 'Memo (optional)' (Crystal Mullins 2016 Jack and Jill Day Picnic). A 'Repeating payment' toggle is set to 'Off'. At the bottom right are 'Cancel' and 'Next' buttons.

Send money | Request money | See To-do list > | What's new with QuickPay? | Things you can do

Send to: GECC Financial Secretary

Email/mobile number: GECCFinancialSecretary@gmail.com

Pay from: CHASE PREMIER (...4627) \$256.54

Amount: \$ 40.00

Send on: 10/05/2016

Memo (optional): Crystal Mullins 2016 Jack and Jill Day Picnic

Repeating payment: Off

Buttons: Cancel, Next



# For Treasurers & Financial Secretaries - Getting Started

- <https://www.clearxchange.com/get-started#/>

CLEARXCHANGE™

HOW IT WORKS

ABOUT

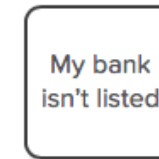
FAQ

SIGN UP

LOG IN

## Select Your Bank

Select your bank below to register. If your account is not at one of the listed banks, select 'My bank isn't listed.'



CLEARXCHANGE™

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Toll free  
1-866-839-3488

Outside the U.S.  
1-501-748-8506

Monday - Friday, 8am - 10pm EST



powered by Symantec

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[ABOUT SSL CERTIFICATES](#)

## Tips for Financial Secretaries and Treasurers

- As part of registering/signing up your chapter to use your bank's online payment facility, you must establish a email address or mobile number that will be used to send payment to your account
- To assist members, it is **recommended** that you go through a mock payment process and create a page of instructions to give to mother members
- Participating banks have instructions and FAQs on their websites

## Another Option for Mothers: popmoney

- With Popmoney, you can send and receive money securely online or through your mobile device - all you need is a bank account (from any bank) and an email address or mobile number. With Popmoney, you can send up to \$2,000 per day and the fee is \$0.95 per transaction - However, PLEASE NOTE that Popmoney has partnerships with a number of banks and it is possible that if you bank at one of the partner banks, there is no fee.
- If you are interested in checking out Popmoney, go to [www.popmoney.com](http://www.popmoney.com) and click on the “sign up” box in the upper, right corner. You’ll be asked to put in either an email address or cellphone number and will be taken to a screen where you will continue the sign-up process by either clicking on the link to one of the banks listed above or by entering a bank name or routing number if your bank is not listed. After you have successfully completed the Popmoney sign-up process, and are ready to send a payment, you will need either an email address or mobile number linked to your chapter’s bank account (see your Financial Secretary or Treasurer) so that your payment will be electronically accepted.



Delia Ware - Tibbs  
Eastern Regional Treasurer  
[jjeasternrtdelia@gmail.com](mailto:jjeasternrtdelia@gmail.com)