

Eastern Region

Financial Webinar

November 10, 2016

Key Items to Remember

- Checks must have the name of the Chapter and the Name of the Account
- Confirm that all updates have been made for your chapter in MIS
 - Check rosters for Mother Members
 - Check rosters for Associates
 - Check rosters for Teens and children's birthdates
- Update Quickbooks for Annual Budget
- Monthly Quickbook reports to Chapter Members
 - Budget vs. Actual Profit and Loss
 - Balance Sheet
 - Bank Reconciliation Summary
 - General Ledger to the Executive Board

Right Networks

25 out of 56 Chapters have Transitioned

Transition by November 30th for 1st year no cost

Transition to RightNetworks

- Confirm that chapter is ready to transition
- Upload Quickbooks Datafile to dropbox in chapter folder (.QBB file)
- Notify Regional Treasurer that file is in the dropbox
- Identify the Quickbooks Product Code and License, and QB Password
- Backup file will be placed on RightNetworks
 - With Updated Quickbooks 2017 if purchased
 - Quickbooks Pro purchase: payment to Eastern Region \$209 plus tax (\$224.14)
- 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!

Phone: 919-303-9088



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?](#)

1.

1. Click on QB line
2. Open/Restore Company
3. Open Company file
4. Jack and Jill – chapter folder
5. Enter password

- 24 x 7 Helpdesk
- Chat Sessions

No Company Open

Select a company that you've previously opened and click Open

2.

COMPANY NAME	LAST MODIFIED	FILE SIZE
EasternRegionOriginal Sept 29.QBW	11/10/2016, 04:42 AM	39.85 MB

LOCATION: I:\

Look in:

Name

- Alexandria-Mt-Vernon-VA-data
- Arundel-Bay-Area-MD-data
- Baltimore-County-MD-data
- Baltimore-MD-data
- Bergen-Passaic-NJ-data
- Boston-MA-data
- Bronx-NY-data
- Brooklyn-Chapter-data
- Bucks-County-PA-data
- Buffalo-NY-data
- Burlington-Willingboro-NJ-data
- Central-New-Jersey-data
- Chester-County-PA-data

File name:

Files of type:

Open file in multi-user mode

4.

Open or Restore Company

What type of file do you want to open or restore?

- Open a company file**
 - Open a regular company file (.qbw)
 - Open an Accountant's Copy working file (.qba)
- Restore a backup copy**
 - Restore a backup file (.qbb)
 - Restore files from an online backup
- Restore a portable file**
 - Re-create a company file that was stored as a portable file (.qbm)
- Convert an Accountant's Copy Transfer File**
 - Select an Accountant's Copy Transfer File (.QBX)
 - Convert it to an Accountant's Copy working file(.QBA) and save it

3.

QuickBooks Login

Enter a user name and password to log in to the company:

Bergen-Passaic Chapter of Jack and Jill of America

User Name:

Password: [I forgot my password](#)

Passwords are case sensitive.

5.

Search Company or Help

Monthly_Balance Sheet- Mothers

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Expand Refresh

Print Reports

Settings Margins

Print to:

Printer: TSPrint PDF on TSPrintPr01: Options...

File:

Note: To install an assigner...

ORIENTATION:

Portrait Landscape

PAGE BREAKS:

Smart page br Page break af

Fit report to

- Zebra Label Printer on TSPrintPr01:
- TSPrint Printer (OSX) on TSPrintPr01:
- TSPrint Printer (Mac OSX / Linux) on TSPrint...
- TSPrint Printer on TSPrintPr01:
- TSPrint PDF on TSPrintPr01:
- TSPrint Default on TSPrintPr01:
- SmartVault PDF Printer on NUL:
- Send To OneNote 2013 on NUL:
- Sage 50 E-mail Writer v2 on 79475278-5a2...
- Sage 50 E-mail Writer on 91c1da4d-e73a-...
- RightNetworks PDF Writer on CPWPU430:
- QuickBooks PDF Converter 3.0 on XPSPort:
- QuickBooks PDF Converter on NUL:
- PrintBoss 50 on NUL:
- Peachtree E-mail Writer v3 on 81012a4d-e...
- Peachtree E-mail Writer v2 on LPT1:
- PDFill PDF&Image Writer on PDFillWriterPort
- Microsoft XPS Document Writer on XPSPort:
- Generic / Text Only on FILE:
- eFileCabinet Online on EFCO

Print

Cancel

Help

Preview

Options...

To: 9999

1

color printers only)

Region, Jack and Jill Inc
et - Mothers Conference
s of October 31, 2016

Oct 31, 16

- Run Report
- File/Print
- TSPrint on Printer
- TSPrint PDF to save to desktop

Statements

Refunds & Credits

Write Checks

Check Register

Turn On Payroll

Print Checks

Search Company or Help

My Shortcuts

- Home
- My Company
- Income Tracker
- Bill Tracker
- Calendar
- Snapshots
- Customers
- Vendors

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Turn on Payroll
- Accept Credit Cards
- Order Checks & Tax Forms
- QuickBooks Online Accountant
- See Financing Options

Create Invoices

Main Formatting Send/Ship Reports

Email FedEx UPS USPS Mail Invoice Prepare Letter

CUSTOMER:JOB **ington Willingboro**

CLASS **Mothers**

Invoice

DATE **11/10/2016**
 INVOICE # **8**

P.O. NO. TERMS

ITEM	QUANTITY	DESCRIPTION	RATE	CLASS	AMOUNT
fee	1	QuickBooks Fee	224.14	Operating	224.14

Your customer can't pay this invoice online
[Turn on](#)

CUSTOMER MESSAGE

MEMO

TOTAL 224.14
 PAYMENTS APPLIED 0.00
BALANCE DUE 224.14

Save & Close Save & New Revert

Information Missing Or Invalid

You have marked this form to be emailed. To add it to the list of messages to be emailed, please provide a valid email address for this Customer:Job

Customer:Job Burlington Willingboro
 Email address(es)
 (You can enter multiple email addresses separated by semi-colons.)

OK Cancel

Preferred delivery method None
 Open balance 224.14

CUSTOMER PAYMENT

Your customer can not pay online
[Edit customer preferences](#)

RECENT TRANSACTION

11/10/16 Invoice 224.14

NOTES

Search Company or Help

My Shortcuts

- Home
- My Company
- Income Tracker
- Bill Tracker
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My Shortcuts

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Do More With QuickBooks

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Home Page

Receive Payments (Editing Transaction...)

Main Reports Payments

Find New Delete Print Email Attach File Look up Customer/Invoice Un-Apply Payment Discounts And Credits Record Bounced Check Process payment

Customer Payment

CUSTOMER BALANCE **224.14**

RECEIVED FROM: Burlington Willingboro

PAYMENT AMOUNT: 200.00

DATE: 11/10/2016

CHECK #: 1453

CASH CHECK CREDIT DEBIT e-CHECK MORE

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
11/10/2016	8		224.14	200.00
Totals			224.14	200.00

UNDERPAYMENT: \$ 24.14.

WHEN FINISHED:

- LEAVE THIS AS AN UNDERPAYMENT
- WRITE OFF THE EXTRA AMOUNT

VIEW CUSTOMER CONTACT INFORMATION

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	224.14
APPLIED	200.00
DISCOUNT AND CREDITS APPLIED	0.00

MEMO

Save & Close Save & New Clear

ANY

Order Checks

Calendar

NG

Reconcile

Check Register

New Reports

A/R Aging Summary

[Customize Report](#)
[Comment on Report](#)
[Share Template](#)
[Memorize](#)
[Print](#)
[E-mail](#)
[Excel](#)
[Hide Header](#)
[Collapse](#)
[Refresh](#)

Dates: Today | 11/10/2016 | Interval (days): 30 | Through (days past due): 90 | Sort By: Default

7:13 PM
11/10/16

Eastern Region, Jack and Jill Inc
A/R Aging Summary
As of November 10, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Burlington Willingbo...	224.14	0.00	0.00	0.00	0.00	224.14
Karen Chaplin- Prot...	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	224.14	0.00	0.00	0.00	0.00	224.14

Eastern Region, Jack and Jill Inc
Profit & Loss by Class
June 1 through November 10, 2016

	Mothers	Operating	Teens	Unclassified	TOTAL
Expense					
EXPENDITURES	0.00	0.00	0.00	0.00	0.00
▶ 5004 · Cluster Expenditures					
▶ 5045 · Childrens Cluster EXP					
▶ 5050 · Regional Conference					
▶ 5055 · Teen Leadership Summit Expen...					
▶ 5060 · Teen Conference					
▶ 5070 · National Conference					
▶ 5090 · Children's Cluster					

Chart of Accounts

J&J Sample Company Account Listing

November 10, 2016

J&J Sample Company Account Listing

November 10, 2016

Account	Type	Account	Type
Bank Fundraising	Bank	1500 - General Operating:1500.2 - Bank Charges	Expense
Bank Operating	Bank	1500 - General Operating:1500.4 - Computer Equipment/Accessories	Expense
11000 - Accounts Receivable	Accounts Receivable	1500 - General Operating:1500.5 - Courtesies	Expense
20000 - Accounts Payable	Accounts Payable	1500 - General Operating:1500.6 - Duplication/Printing	Expense
30000 - Opening Balance Equity	Equity	1500 - General Operating:1500.8 - Office Supplies	Expense
32000 - Unrestricted Net Assets	Equity	1500 - General Operating:1500.91 - Postage and Shipping	Expense
100 - Chapter Dues	Income	1500 - General Operating:1500.92 - Refunds and NFS	Expense
100 - Chapter Dues:100.1 - Active Members	Income	1500 - General Operating:1500.93 - Telephone	Expense
100 - Chapter Dues:100.2 - Active New Members	Income	1500 - General Operating:1500.94 - Travel	Expense
100 - Chapter Dues:100.3 - Active Teen Members	Income	1500 - General Operating:1500.95 - Miscellaneous	Expense
100 - Chapter Dues:100.4 - Members on Leave	Income	2000 - YOUR Regional Per Capita	Expense
100 - Chapter Dues:100.5 - Late Fees	Income	2000 - YOUR Regional Per Capita:2000.1 - Active Members	Expense
200 - Regional Per Capita	Income	2000 - YOUR Regional Per Capita:2000.2 - Teen Active Members	Expense
200 - Regional Per Capita:200.1 - Active Members	Income	2000 - YOUR Regional Per Capita:2000.3 - New Member Joining Fee	Expense
200 - Regional Per Capita:200.2 - New Member Joining Fees	Income	2000 - YOUR Regional Per Capita:2000.4 - New Teen Joining Fees	Expense
200 - Regional Per Capita:200.3 - Active Teen Members	Income	2000 - YOUR Regional Per Capita:2000.5 - Associates	Expense
200 - Regional Per Capita:200.4 - New Teen Joining Fees	Income	2000 - YOUR Regional Per Capita:2000.6 - Members on Leave	Expense
200 - Regional Per Capita:200.5 - Associates	Income	2000 - YOUR Regional Per Capita:2000.7 - Regional Assessments	Expense
200 - Regional Per Capita:200.6 - Member On Leave	Income	2000 - YOUR Regional Per Capita:2000.9 - Late Fees	Expense
200 - Regional Per Capita:200.7 - Regional Assessment	Income	3000 - Nat'l Per Capita	Expense
300 - National Per Capita	Income	3000 - Nat'l Per Capita:3000.1 - Active Members	Expense
300 - National Per Capita:300.1 - Active Members	Income	3000 - Nat'l Per Capita:3000.2 - New Member Joining Fees	Expense
300 - National Per Capita:300.2 - New Member Joining Fee	Income	3000 - Nat'l Per Capita:3000.3 - Associates	Expense
300 - National Per Capita:300.3 - Associates	Income	3000 - Nat'l Per Capita:3000.4 - Lifetime Members 10 years	Expense
300 - National Per Capita:300.4 - Life Member - 10 Years	Income	3000 - Nat'l Per Capita:3000.5 - Lifetime Members - 15 Years	Expense
300 - National Per Capita:300.5 - Life Member - 15 Years	Income	3000 - Nat'l Per Capita:3000.6 - Lifetime Members 20 years	Expense
300 - National Per Capita:300.6 - Life Member - 20 Years	Income	3000 - Nat'l Per Capita:3000.7 - Members on Leave	Expense
300 - National Per Capita:300.7 - Member on Leave	Income	3000 - Nat'l Per Capita:3000.8 - National Convention Assessment	Expense
300 - National Per Capita:300.8 - National Convention Assessment	Income	3000 - Nat'l Per Capita:3000.89 - Late Fees	Expense
300 - National Per Capita:300.9 - Headquarter Assessment	Income	3000 - Nat'l Per Capita:3000.9 - Bonding Fee	Expense
47200 - Program Income	Income	3000 - Nat'l Per Capita:3000.99 - Headquarters Assessment	Expense
500 - Meetings	Income	5000 - The Meetings	Expense
500 - Meetings:500.1 - Children's Clusters	Income	5000 - The Meetings:5000.1 - Children's Cluster	Expense
500 - Meetings:500.2 - Mother's Area Workday/Cluster	Income	5000 - The Meetings:5000.2 - Mother's Area Workday Cluster	Expense
500 - Meetings:500.3 - National Convention	Income	5000 - The Meetings:5000.3 - National Convention	Expense
500 - Meetings:500.4 - Regional Mothers Conference	Income	5000 - The Meetings:5000.4 - Regional Conference	Expense
500 - Meetings:500.5 - Teen Conference	Income	5000 - The Meetings:5000.5 - Teen Conference	Expense
500 - Meetings:500.6 - Other Meetings	Income	5000 - The Meetings:5000.6 - Other Meetings	Expense
600 - Other Income	Income	5000 - The Meetings:5000.7 - Chapter Meetings	Expense
600 - Other Income:600.1 - Teen Income	Income	7000 - Foundation Contributions	Expense
600 - Other Income:600.10 - Misc. Income	Income	7000 - Foundation Contributions:7000.1 - Mothers Contribution	Expense
600 - Other Income:600.2 - Special Chapter Income	Income	7000 - Foundation Contributions:7000.2 - Teen Contributions	Expense
600 - Other Income:600.6 - Grant Income	Income	7000 - Foundation Contributions:7000.3 - Contribution to Local Chapters	Expense
600 - Other Income:600.7 - Up The Hill Income	Income	7000 - Foundation Contributions:7500 - Fundraising Expenses	Expense
700 - Program Activities	Income		
800 - Fundraising Income	Income		
1000 - Programming	Expense		
1500 - General Operating	Expense		
1500 - General Operating:1500.1 - Advertisements	Expense		

Search Company or Help

My Shortcuts

- Home
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- Vendors

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Turn on Payroll
- Accept Credit Cards
- Order Checks & Tax Forms
- QuickBooks Online Accountant
- See Financing Options

Home Page | Insights | **Chart of Accounts**

NAME	TYPE	BALANCE TOTAL	ATTACH
6010 · Carole Robertson	Expense		
6020 · Chapter Programming	Expense		
6030 · Community Service	Expense		
6035 · Distinguished Mothers	Expense		
6040 · Hospitality	Expense		
6045 · Protocol	Expense		
6050 · Teen Academic	Expense		
New	Expense		
Edit Account	Expense		
Delete Account	Expense		
Make Account Inactive	Expense		
Show Inactive Accounts	Expense		
Hierarchical View	Expense		
Flat View	Expense		
Customize Columns...	Expense		
Import from Excel ...	Expense		
Use	Expense		
Find Transactions in...	Expense		
Print List...	Expense		
Re-sort List	Expense		

Account | Activities | Reports | Attach | Include inactive

COMPANY

- Chart of Accounts
- Items & Services
- Order Checks
- Calendar

BANKING

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

7075 · Printing	0.00	0.00	0.00	154.73	154.73
7085 · Telephone/Communication	0.00	0.00	0.00	2,032.00	2,032.00

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Home Page

Chart of Accounts

NAME	TYPE	BALANCE TOTAL	ATTACH
1035 Operating Account	Bank	181,996.72	
1045 Mother's Conferen			
1055 Teen Conference			
1030 · Operating Account			
1040 · Mother's Confere			
1046 · Mothers Confere			
1050 · Teen Conference			
1060 · Paypal			
1070 · 2012 Convention			
1080 · 2012 Convention			
11000 · Accounts Receiv			
12000 · Undeposited Fu			
1210 · Deposit			
20000 · Accounts Payab			
24000 · Payroll Liabilit			
30000 · Opening Balanc			
32000 · Unrestricted Ne			
other income			
Transfer prior Mothers A			

Account Type: Expense

Account Name: [Select from Examples](#)

Subaccount of:

OPTIONAL

Description:

Note:

Tax-Line Mapping:

Add New Account

< Add New >

EXPENDITURES	Expense
transfer ST 2010-11	Expense
5000 · Meetings	Expense
5001 · Community Service Clusters/Reg	Expense
5004 · Cluster Expenditures	Expense
5003 · Refunds- Clusters	Expense
5003.01 · Metropolitan Cluster Vendor	Expense
5003.02 · Southern Cluster Refund	Expense
5003.03 · Del Valley Cluster Refunds	Expense
5003.04 · Northern Custer Refunds	Expense
5005 · Cluster Souvenirs	Expense
5005.01 · Del Valley Souvenir	Expense
5005.02 · Metropolitan Souvenir	Expense
5005.03 · Northern Souvenir	Expense
5005.04 · Southern Souvenir	Expense
5005.05 · DV Journals	Expense

7075 · Printing

7085 · Telephone/Communication

Chapter Budget Committee

Officers, Committee Chairs, and the Budget

- Chapter officers and committee chairs should be large contributors to the budget process.
- Budget committee members can work with officers and chairs on developing their budget lines. How?
 - Budget committee members can be assigned officers and committee chairs to work with on their budget lines.
 - Go through a few years of actual expenses for budget lines and try to come close to a reasonable amount.
 - Have officers and chairs think about plans for the upcoming program year to determine what they anticipate spending.
 - Assist in completing the budget request forms with officers and chairs.



JACK AND JILL OF AMERICA, INC.

FY 2016-2017 Budget Request

Officer/Chair Name _____

Budget Type (Please check one)

- Officer (Please _____)
 Committee (Please Specify) _____
 Program _____
 Operations _____
- Teens _____
 National _____
 Fundraising _____

<u>Purpose</u>	<u>Proposed Budget</u>	<u>Rationale</u>
Total Proposed Budget	\$ -	

General Comments and/or Concerns:

Recommendations:

Creating your Chapter Budget

Line Item	General	Fundraising	Teen	Description
Income				
Total Income	34,046.00	-	3,390.00	
Expense				
Conferences				
Conferences & Meetings				
705 · Chapter meetings				
706 · Chapter-food & bev				
707 · Chapter-planning meeting	500.00			
708 · Chapter-room rental	2,000.00			
709 · Mother's Retreat	-			
710 · Clusters				
711 · Children's Cluster	-			No national requirement; optional event
712 · Mother's Cluster	625.00			\$125/pp, 5 (Pres, VP, PD or Treasurer), 2 teens delegates
713 · President's Meeting fund	200.00			based on prior year
713.5 · New Officers Training	300.00			\$150/pp (Region training in 2017 for President and one other)
725 · Regional Conference	1,200.00			Location TBD - \$600/pp, 2 delegates registration (Pres & VP) for July 2017.
730 · Teen conference				Boston, MA, April 2017
731 · Teen Conference- transportation	500.00			\$250/pp, 2 teen delegates
732 · Teen Conference-reg & hotel	1,800.00			\$900/pp, 2 teen delegates
733 · Teen conference-reg chapero	2,700.00			\$900/pp, 3 chaperones for 15 teens (required 1 to 5 teen ratio)
734 · Teen Chaperone Transportation	750.00			\$250/pp, 3 chaperones for 15 teens (required 1 to 5 teen ratio)
Teen conference - materials			1,545.00	Banner & display (\$335), scrapbook (\$100), tshirts (\$1,110)
Teen conference - snack			50.00	
General Operations				
905 · Advertising	600.00		300.00	3 ads for chapter in J&J publications only - 2 Mothers & 1 Teen Conference full page
910 · Bank Service Charges				balances exceed minimum
915 · Insurance/Bonding	10.00			based upon actual
920 · Historian Expenses	-			
925 · Computer and Internet Expenses	500.00			hosting fee, domain & website update

Line Item	General	Fundraising	Teen	Description
935 · Courtesies/Amenities	280.00			\$35/per courtesies. 4 elected national or regional officers; for upto 4 bereavement, immediate family member (husband, parent/in-law, grandparent, child). Reduced because several courtesies included in cluster budget.
940 · Printing/Copying				
945 · Foundation Contributions				
950 · Accounting/Legal Fees				only required at onset of new Treasurer
955 · Miscellaneous	100.00			father's auxillary recognition allocation
960 · Office Supplies	50.00			
965 · Postage/Shipping	50.00			
Per Capita				
Programming				
805 · Children's Activities				
806 · Library Book Donation	300.00			based upon actual
807 · Thanksgiving activity	500.00			based upon actual
Poetry Slam	1,700.00			based upon prior year budget
Programming	2,000.00			\$500 per age group (except senior teen)
810 · Family Activities				
811 · Holiday (Dinner or Service)Event	1,000.00			\$10/pp, 100 people
812 · Fall Activity	1,000.00			\$10/pp, 100 people
814 · Final Chapter Activity	2,000.00			\$25/pp, 80 people
815 · Initiation of New Members	160.00			4 new members @ \$15 pin, \$15 corsages, \$10 program book per new
820 · Installation of Officers	45.00			\$15 corsages, 3 new officers
826 · New Member Orientation	300.00			\$15/pp, 20 people
827 · Prospective Tea	500.00			\$25/pp, 20 people
830 · Parental Activities				
831 · Graduating Mom Gifts	150.00			\$75/pp, 2 graduating mom
832 · Mother of the Year Recognition	75.00			
833 · Founder's Day Recognition	50.00			National requires recognition, cake at January meeting
835 · Teen Activities				
837 · Graduating Senior Gifts	600.00		210.00	6 graduating seniors. \$100/pp for general budget; \$35/pp for teen budget
839 · Teen Advisor Gift			40.00	\$20/pp, 2 people
839 · Regional Executive Member Gifts			120.00	\$20/pp, 6 regional pleminary gifts

Sr Teen Budget

Monthly Meetings		
Regular Meeting Facility	\$ 900.00	room expenses (6 mtgs. @ \$100; 1 planning meeting @ \$100; 1 installation meeting @ \$200)
Meeting Supplies	\$ 300.00	ice breaker/team building supplies; paper plates/napkins/cups/plasticware/etc.
Meeting Food	\$ 1,750.00	6 mtgs. @\$225, 1 planning mtg.\$100, 1 installation mtg \$300
	\$ 2,950.00	SUB TOTAL
Special Activities		
Teen Retreat	\$ 300.00	separate from the planning meeting
Glo Run	\$ 600.00	September program
Module Madness	\$ 500.00	February program
Teen Installation Gift	\$ 190.00	19 positions @ \$10 gift cards
	\$ 1,590.00	SUB TOTAL
Teen Banquet		
Teen Recognition	\$ 4,000.00	covers banquet and 42 tickets for 14 Senior families (3 tickets per family) \$43.78pp
Teen Gift	\$ 1,400.00	\$100 per teen, 14 Teens
	\$ 5,400.00	SUB TOTAL
Teen Conference		
Teen Conference Committees	\$ 3,650.00	\$850 ea delegate registration, \$450 Teen Advisor, \$300 ea chaperones (5)
Teen Conference Committees	\$ 550.00	banner (\$250), display (\$150), apparel (\$50 setup fee), scrapbook (\$100)
Teen Community Service Donation	\$ -	Being collected by the Finance Team!
Regional Teen Officer Courtesies	\$ 100.00	Required by region; 10 officers X \$10 gift card
Teen Conference Ad	\$ 500.00	Ad for graduating seniors in Teen Conference Program Booklet (color; inside cover)
	\$ 4,800.00	SUB TOTAL
Miscellaneous		
Miscellaneous	\$ 100.00	courtesies, mailings, etc.
Tee Shirts	\$ 870.00	\$15 * 58
	\$ 970.00	SUB TOTAL
EXPENSES	\$ 15,710.00	TOTAL
Dues	\$ 5,800.00	58 teens; \$100 per teen (14 Seniors, 10 Juniors, 20 Sophomores, 14 Freshman)
Food Subsidy	\$ 1,410.00	47 Moms, \$30 per Mom
Teen Conference	\$ 4,500.00	Mothers line item
Teen Recognition	\$ 4,000.00	Mothers line item
INCOME	\$ 15,710.00	
	\$ -	

Lead Teen Advisor

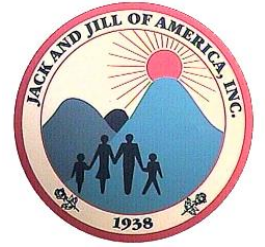
- **Past Expenses**
- ** Meeting Space
- ** Refreshments
- ** Planning Meeting
- ** Modules
- ** Gifts
- ** Teen Conference
- ** Journal Ads
- ** Courtesies

- **New Initiatives**
- ** Retreat

- Teen Budget
- Mothers Budget

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

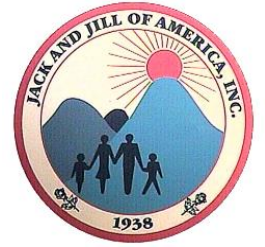


Contracts and Check Signing

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

Thank you Eastern Region Budget Committee

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