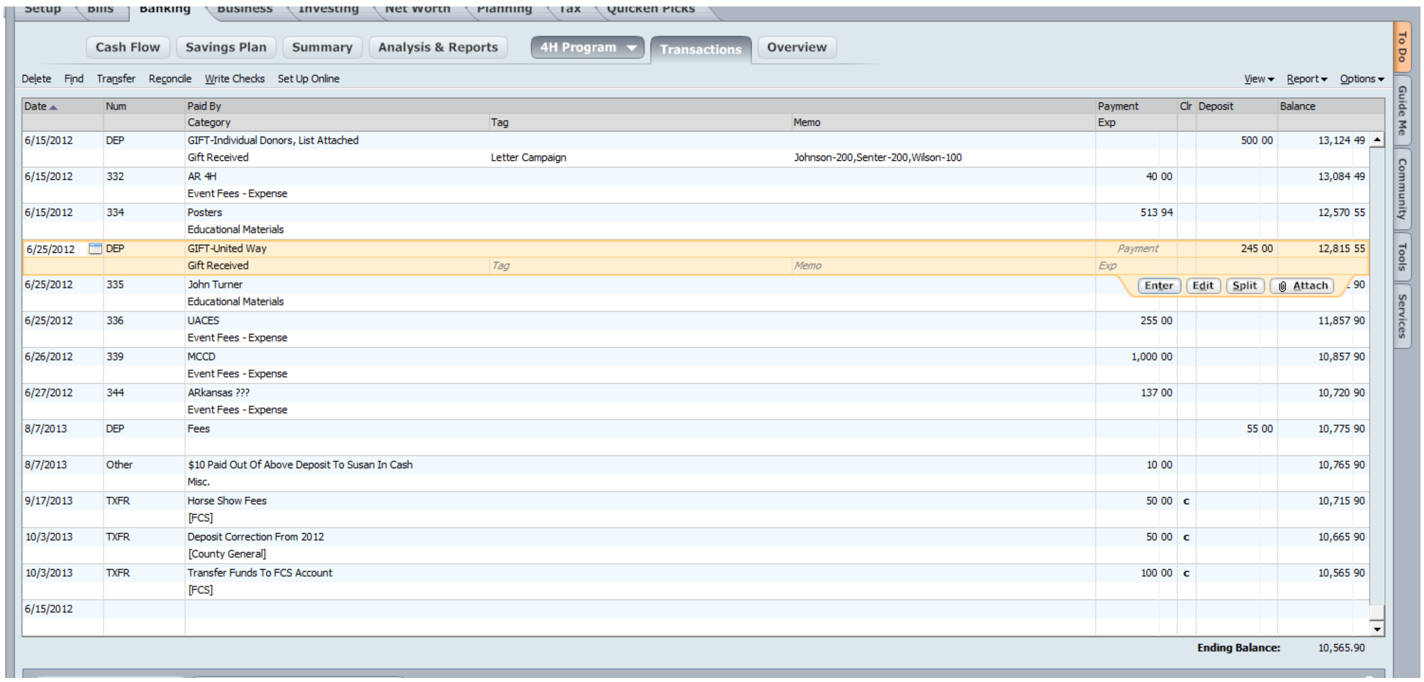
April 2014 

As usual, this month's tips come from looking through the D reports that I have received for March.

1. <u>The PAYEE field – entry:</u>



Date	Num	Paid By / Category	Tag	Memo	Payment / Exp	Clr	Deposit	Balance
6/15/2012	DEP	GIFT-Individual Donors, List Attached					500 00	13,124 49
		Gift Received	Letter Campaign	Johnson-200,Senter-200,Wilson-100				
6/15/2012	332	AR 4H			40 00			13,084 49
		Event Fees - Expense						
6/15/2012	334	Posters			513 94			12,570 55
		Educational Materials						
6/25/2012	DEP	GIFT-United Way			Payment		245 00	12,815 55
		Gift Received	Tag	Memo	Exp			
6/25/2012	335	John Turner						. 90
		Educational Materials						
6/25/2012	336	UACES			255 00			11,857 90
		Event Fees - Expense						
6/26/2012	339	MCCD			1,000 00			10,857 90
		Event Fees - Expense						
6/27/2012	344	ARkansas ???			137 00			10,720 90
		Event Fees - Expense						
8/7/2013	DEP	Fees					55 00	10,775 90
8/7/2013	Other	$10 Paid Out Of Above Deposit To Susan In Cash			10 00			10,765 90
		Misc.						
9/17/2013	TXFR	Horse Show Fees			50 00	c		10,715 90
		[FCS]						
10/3/2013	TXFR	Deposit Correction From 2012			50 00	c		10,665 90
		[County General]						
10/3/2013	TXFR	Transfer Funds To FCS Account			100 00	c		10,565 90
		[FCS]						
6/15/2012								
							Ending Balance:	10,565.90

The "Payee" field in your entry is a Description. It describes who the money came from (deposit), **or** who the money went to (payment).

So, "Participation Fees" – does not tell me who money came from or went to. It tells me what the money was for and that is technically a "category".

The 3rd entry in my pretend ledger says Posters. Is this a complete description of the payee? No. Look through and see if you can other entries that do not describe/name the payee or from whom money came. There are two others.

Donations – these descriptions are to begin with **GIFT-**

Illustration: (in bold)
Crop Meeting Account 2/3/14 DEP **GIFT-Monsanto** Gift Received $400

I can see the account, the date, it's a deposit, I see it is a GIFT- and who gave the $, category is Gift Received and the amount. If funds are given to sponsor a specific crop meeting meal, you could put that in the memo line.

Any donation of $250 or more, must be entered into Quicken as its own entry.

If you had 50 small donations, or participation fees – you do not want to have to enter 50 entries. What to do?

GIFT-*Individual Donors, list attached* should be entered in the payee field. I can verify there was no donor over $250 by looking at the list. The list should give the date, check # or cash, name of donor and amount donated. I need that list submitted with your hard copies.

Let's say you have 25 4-H kids who bring in their fees for High Adventure Camp.

Enter, High Adventure Campers – list attached. Then enter the total amount in the deposit column. There is not set way to say it – just describe who gave the money to you. Attach list of names. If it is a small number of people – you can enter last names in the memo line.

Same is done for PAT training, or any event where you collect fees from several people. PAT Participants – list attached.

Be careful to send a copy of these lists, and keep the original with the month's files.

Every entry should give the name of the person or company that a check or pcard charge is made to: Wal-Mart, Strawberrys (remember no quotation marks!).

Do not enter *PCard Charge* in the payee field, enter the name of the business or person where items were charged. You can put p-card in the Tag field, if you want to keep up with it – or in the memo line. But the payee field, is **who** got the money.

Categories, Tags, and Memos:

Your *category* explains what the payment was for and this is a list you only want to add items for recurring uses. *Tags* add another level of explanation – this is also a list, where you will want only recurring uses. You can add to either as you add programs or items that are recurring. Memos are not a compiled list and you can put any information each month: names, events, invoice #'s – anything that makes your information clearer. The first entry in my ledger above shows the use of all three.

2. I am still receiving tab-delimited reports with a multitude of labels. The Outstanding Check report is labeled OS, not O, not OC, not OCL, not Outstanding Check List.

Format for labeling these report files: Org# Year Month Label (OS, B, D)

Note* This ORG# is for example only (I do not know what county this is):

- 44241403OS….Outstanding Check List Report
- 44241403D….Monthly Activity Detail Report (shows all transactions for that month)
- 44241403B…Account Balance Report

We do not use or need the Depository Activity report any longer.

I hope everyone received the report due date calendar. If you did not, let me know.

Thank you, Ladies, for all you do – I appreciate each one of you.

Happy April!

Belinda