



2014
JULY



Questions we have received lately:

- **What do I do with 4-H, Master Gardener, Shooting Sports, etc. funds received by the county office?**
 - a. Programmatic funds, or funds used for any program (camp, O-Rama, training) must be deposited into your Depository Account and then sent by the County to pay for registration, participation fees, training fees.
 - b. Funds to pay for meeting expenses (refreshments, awards, gifts) are not considered to be programmatic and can be paid for by the affiliated club.
 - c. Honorariums, service contracts, room rental contracts can be paid for out of the depository, but must be done through a requisition using the fund # 13823 (Depository Account Fund).
- **How do I enter sales tax that has been added to a P-Card, or Other Expense after the original amount has already been entered into Quicken?**
 - a. Make a new entry in the current month, entering the tax added as a payment.
 - b. Use OTH in the number column and in the Payee field, use the person, company etc. that was used in the original charge entry. In the memo field, you can put sales tax added.
 - c. Clear the entry.
- **How can I handle an entry that has been tagged in a previous month, and then I discover it should go to a different group?**
 - Tags do not affect your depository balance and can be changed at any time.
 - Tags affect reconciliation reports, so if such a discrepancy is discovered, it is expedient to change the previously entered entry's tag, immediately. This will insure that current reconciliation reports will be accurate.

- **How do I enter bank charges for service charges, interest, checks and/or deposit slips?**
 - Enter in month charged, using OTH in the number column. Enter all as payments – except for interest, which is entered as a deposit entry.
 - Clear when you see on bank statement or receive notice from FS.

I want to clarify what is meant by “*You do not go back into a previous month and change or make new entries.*”

I have probably had this statement quoted to me more than any other.

If it is July and you are working on June reports – you can still change or make new entries in June. That is not going BACK – it is actually doing your current reporting. Now, once all the counties’ reports June reports are submitted and the June entries are loaded into Banner by me, that month is closed. From that point forward we cannot go back into June and make changes or entries.

If while working on a month’s reports, you see an entry you missed (check, deposit, p-card, bank charges/interest, mistake) you can certainly make those corrections or additions and in fact, you should. There should not be bank charges/interest on your Finance 401 – you should go ahead and enter them in the month on which you are working.

Again, a month is only considered previous after you have submitted your reports for that month, and I have loaded them into Banner. Until loaded, I can make corrections/additions, if you let me know – and reports can always be re-run and re-submitted.

Any entry missed in a month – needs to be entered into the next month (in this example it would be July) as soon as discovered. Make note of the actual date in the memo line.

Lastly – the new training aids or tutorials for Quicken and the Depository Account will be coming soon – they will be available through LEARN.

Hope you are enjoying your summer!

Belinda

