

NOVEMBER 2014

Q-Tips



This month we will focus on two things –

1. DEPOSIT ENTRIES

- The Payee in a deposit entry needs to be a NAME – a person or a company. It is not necessary to enter each receipt individually into Quicken. If it is for participation fees, you may enter the name of the event + Participants (ORama Participants – list attached.) Then submit the list with your reports. Receipt #'s can follow the payee name, or be entered in the Memo line or included in the list.
- GIFTS – Payee must be a name. If you do a letter campaign to raise funds for 4H, you may put several deposits together, but only those less than \$249 each. A list of the donors and amount given by each must be submitted with your Quicken files. The Payee entry: GIFT-Letter Campaign (list attached). Gifts of \$250 or more must be entered individually and all information regarding that donation submitted to the Development Office. In your list – give each donor's name and the amount given, and whether cash or check.

2. REIMBURSEMENTS

- This is a reminder – it is something we all know, but sometimes forget. The Staff Chair cannot write a check to be reimbursed for legitimate expenses, and sign that check him(her)self. The check must be submitted to the District Director for a signature.

Lastly, this is my last week in Financial Services. I will become the AOS in the Development Office on Monday, November 10th. I have LOVED working with each one of you – I tell my family, I gained 75 friends when I took this position. Sam Austin will be your contact (ext.2061) and your reports will need to be emailed and copies sent to him. Hopefully, I will see you at Support Staff Training!

- Belinda

