



October 2016 Q-Tips

Fall has finally arrived! Cooler weather and the holidays are just around the corner!

This month we will focus on Deposit Entries in Quicken:

- When you make a deposit, the deposit date entered in Quicken should be the date that the bank actually records the deposit – not the date the receipt was written. Please verify the deposit date on your bank statement when you are preparing your monthly report.
- When making an entry in Quicken for a deposit, the Payee field should be the name of the Person or Business you received the money from – not the word Deposit or the Name of your Bank.
- When making a deposit entry in Quicken for a Group Event, such as ORama, you may enter the name of the Event + Participants (ORama Participants-list attached) in the Payee field. Be sure to include a copy of the list of participants by name, amount, and whether they paid by cash or check.
 - For PAT deposits, enter PAT Participants-list attached in the Payee field and include a copy of the PAT Class sign-in sheet with your report.
 - Receipt numbers may be entered in Quicken: they can follow the payee name, be entered in the Memo field, and/or included in the list of participants.
- GIFTS – When entering a Donation, Gift, or Sponsorship in Quicken, begin the Payee field with GIFT-then enter the name of the person/business (i.e. GIFT-Farm Bureau).
 - 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 donor and amount given by each must be submitted with your Quicken report. The Payee entry: GIFT-Letter Campaign-list attached. In your List, give each donor's name, amount given, and whether cash or check.
 - A single Gift of \$250 or more MUST be entered individually and a MISC-400 form must be submitted to the Development Office. The MISC-400 form may be found on our webpage: <http://www.uaex.edu/extension-policies/templates/MISC-400.dotx> You do not need to include a copy of the MISC-400 form with your report; however, please note on the receipt that a MISC-400 has been submitted to the Development Office.
 - 4-H Foundations: If your county has a 4-H Foundation and they write a check to the county depository account to cover the fees of a 4-H member, this is considered a GIFT and should be recorded in Quicken as a GIFT. This applies to ANY amount received from a 4-H Foundation, not just payments \$250 or more. Please direct any questions regarding 4-H Foundation payments to Brian Helms at bhelms@uaex.edu.

Janice