

ROTARY CLUB OF REDONDO BEACH COMMUNITY FOUNDATION ACCOUNTING PROCEDURES

Revision 3

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James Stickler

Contents





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Accounting Policies & Procedures

Software (Passwords are stored in Jim Stickler's password vault, also in a document Information to Access Foundation Software Applications.

The Foundation uses the following software:

1. **QuickBooks On-Line** Accounting software. Annual renewal of the license is required though Techsoup.org
 - a. <https://accounts.intuit.com>
 - b. User id: rbrotarycommunityfoundation@gmail.com
 - c. Password:
 - d. Cell number for 2FA: 630-951-1969
2. **Techsoup.org** is a foundation that licenses QuickBooks at a significant discount. Annual renewal is required.
 - a. <https://www.techsoup.org/Login>
 - b. User id: rbrotarycommunityfoundation@gmail.com
 - c. Password:
3. **Google** Account for foundation
 - a. <https://accounts.google.com>
 - b. User id: rbrotarycommunityfoundation@gmail.com
 - c. Password:
 - d. Cell number for 2FA: 630-951-1969
4. **Google** Account for fundraising events
 - a. <https://accounts.google.com>
 - b. User id: redondobeachcasinonight@gmail.com
 - c. Password:
 - d. Cell number for 2FA: 630-951-1969
5. **Auctria** fund raising software.
 - a. Note that the bookkeeper will require access to Auctria to categorize credit card purchases.
 - b. <https://www.auctria.com/Account/SignIn>
 - c. Userid: jhstickler@gmail.com (this is the administrator account)
 - d. Password:
6. **Stripe** credit card processor for Auctria
 - a. Note that the bookkeeper will require access to Stripe to categorize credit card purchases
 - b. <https://dashboard.stripe.com/settings/user>
 - c. Userid: rbrotarycommunityfoundation@gmail.com
 - d. Password:
7. **Farmers & Merchants Bank** – checking account.
 - a. <https://fmb.com/>
 - b. Userid: rbrotarycmtfynd
 - c. Password:

- d. Cell number for 2FA: 630-951-1969
- 8. **Vanguard Brokerage** – Endowment fund brokerage.
 - a. <https://personal.vanguard.com/us/hnwnesc/nesc/LoginPage>
 - b. Userid: jstickler1
 - c. Password:
 - d. Cell number for 2FA: 630-951-1969
- 9. **Email Notifications for Google Forms**
 - a. This software is used to distribute the Foundation Payment Request to multiple email addresses. It is an add-on and may be accessed from the Google account for foundation when the RCRB Foundation Payment Request Form is open for editing. Note that this add-on requires annual renewal of the license.
 - b. The software is published by Digital Inspiration
 - c. <https://Digitalinspiration.com>
- 10. **RCRB Foundation Payment Request Form**
 - a. This is a Google form and is accessible when logged on to the Google account for the Foundation (#3)
 - b. In the upper right corner of the Google home page click the icon for Google Apps 
 - c. Click on the icon for the Google Drive 
 - d. Select RBRCCF Payment Request
- 11. **Copy of RBRCCF Payment Request (Responses)**
 - a. This is the spreadsheet that collects the responses from the Payment Request Form
 - b. In the upper right corner of the Google home page click the icon for Google Apps 
 - c. Click on the icon for the Google Drive 
 - d. Select RBRCCF Payment Request (Responses)
 - e. Note that all current responses are contained in the tab: Form Responses 2
 - f. The treasurer will need to add the request number to the form each time a request is generated and fill in dates.

Deposits

- All deposits will be made through QuickBooks (QB).
- Credit Card payments are automatically transmitted to QB through the QB interface
 - Each payment must be associated with a customer record.
 - Each payment must be categorized:
 - Separate credit card fees from purchase price
 - Identify items using the Auctria software.
- Check and Cash deposits will be manually entered into QB and a deposit slip prepared.
- Deposit items (excluding cash) and the deposit slip will be scanned and linked electronically to the deposit in QB.
- The deposit receipt will be scanned and linked to the deposit in QB.

Disbursements

- Disbursements may be made by check, e-check, ACH transfer, Wire Transfer or Zelle.
- Disbursements must be authorized by one or more of the following:
 - A Vendor invoice.
 - An electronic Payment Request from a committee chair

- An approved contract
- Disbursements will have the following data entered in the accounting system, by the Treasurer
 - Payee
 - Mailing address
 - Category (expense account)
 - Description
 - Amount
 - Memo
 - The memo will reference the invoice, payment request or contract
 - Electronically link to the disbursement in QB
 - An invoice
 - An electronic Payment Request
 - A contract
 - Wire Transfer form
 - Supporting invoices for reimbursement requests.
- Multiple signatures on disbursements
 - The current single signer on a check threshold is \$1,000
 - Two signatures are required on disbursements exceeding \$1,000.

Foundation Payment Requests

- Foundation Payment Requests (FPR) are initiated from <https://redondobeachrotary.org/page/rbrccf-payment-request/>
- The FPR updates a Google Sheet. (You must have access) https://docs.google.com/spreadsheets/u/1/d/1ZUogc7f2lcJP4uNONvsEnLrvZc20QYizTiTzPaHs/edit?usp=drive_web&ouid=116970685338292896916
- The Treasurer will update the following fields on the Google Sheet
 - Request number – a sequential number
 - Check number – the associated check number
 - Check date – the date on the check
 - Treasurer Notes – Usually the method and date of delivery of the disbursement (note: this helps you respond to the inevitable request for information.)
 - Budget Line Item – usually entered incorrectly by the user, enter the correct account.
- The Treasurer may send the initiator of the FPR an email stating the disbursement has been completed.
- The FPR must be attached to the disbursement record in QB.

Budgeting

- Budgeting information for the Fiscal Year will first be determined by the area of service chairs and the Club President.
- The Club Board of Directors will approve the budget on or before the first July Club board of directors meeting and submit it to the Foundation Board of Directors
- The Foundation Board of Directors will review and approve the submitted Club budget.
- The Club will use the following spreadsheet to present the approved budget to the Foundation Board of Directors

- https://docs.google.com/spreadsheets/d/1VfigV5_Qw9IKk63YhFI4sUFeY6ltkLgDFXUwCQqnO0g/edit#gid=1670078746 (Note you must have access from the Treasurer to update or view)
- The budget must be a balanced budget.

Bank Reconciliation & Bookkeeper Responsibilities

- In order to increase the security and transparency of the assets of the Foundation, the Foundation will engage a bookkeeper.
- The Bookkeeper will:
 - Perform the monthly reconciliation of all bank accounts
 - Review the monthly brokerage statement and prepare and post the journal entries for changes in value.
 - Notify the Treasurer if there are any observed issues or potentially mis-identified transactions.
 - Prepare annual 1099's for review by the Treasurer
- Currently the bookkeeper is Elvie Bas
 - elvira@klcpcpas.com
 - (213) 309-0019

Preparation of Annual Tax and information filings

- The Foundation will engage a CPA firm to perform the following:
 - Prepare the year end Federal Return (form 990)
 - Prepare the State of California information filings (forms 199, RRF-1)
- Currently the CPA firm is Realm Business & Tax Advisory, LLC
 - Roger DaSilva – owner 424-282-8395
- The Board of Directors will review and approve the State & Federal returns.
- The Treasurer will sign and submit the State & Federal returns and any required fees.

Reports

The following reports will be prepared and distributed regularly by the Treasurer:

Report Name	Report Source	Report Frequency
Balance Sheet	QuickBooks	Monthly
Income Statement	QuickBooks	Monthly
Community Service Budget vs. Actuals	QuickBooks	Monthly
International Service Budget vs Actuals	QuickBooks	Monthly
Vocational Service Budget vs. Actuals	QuickBooks	Monthly
Youth Service Budget vs. Actuals	QuickBooks	Monthly
President's Budget vs. Actuals	QuickBooks	Monthly