ROTOARY CLUB OF REDONDO BEACH COMMUNITY FOUNDATION
ACCOUNTING PROCEDURES

Revision 1

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Accounting Policies & Procedures

Accounting Software
The Foundation will use QuickBooks On-Line as its accounting software. This software will be licensed through TechSoup.org. We have an account with them.

Deposits
- All deposits will be made through Quickbooks (QB).
- Credit Card payments are automatically entered into QB through the QB interface.
- 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.
- 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.
  - Two signatures are required on all Wire Transfers

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/1ZUogc7f2lCPe1P4uNONvsEnLrvZc2QYiZTiTZPaHs/edit?usp=drive_web&ouid=116970685338292896916
• The Treasurer will update the following fields on the Google Sheet
  o Request number – a sequential number
  o Check number – the associated check number
  o Check date – the date on the check
  o Treasurer Notes – Usually the method and date of delivery of the disbursement (note:
    this helps you respond to the inevitable request for information.)
  o 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
  o https://docs.google.com/spreadsheets/d/1VjgV5_Qw9IKk63YhFl4sUFeY6ltkLgDFXUwC
    Qqn00g/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:
  o Perform the monthly reconciliation of all bank accounts
  o Review the monthly brokerage statement and prepare and post the journal entries for
    changes in value.
  o Notify the Treasurer if there and any observed issues or potentially mis-identified
    transactions.
  o Prepare annual 1099’s for review by the Treasurer

Preparation of Annual Tax and information filings
• The Foundation will engage a CPA firm to perform the following:
  o Prepare the year end Federal Return (form 990)
  o Prepare the State of California information filings (forms 199, RRF-1)
• Currently the CPA is Susan Patterson with the firm of Wayland & Vukadinovich
• 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:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Source</th>
<th>Report Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Sheet</td>
<td>Quickbooks</td>
<td>Monthly</td>
</tr>
<tr>
<td>Income Statement</td>
<td>Quickbooks</td>
<td>Monthly</td>
</tr>
<tr>
<td>Community Service Budget vs. Actuals</td>
<td>Quickbooks</td>
<td>Monthly</td>
</tr>
<tr>
<td>International Service Budget vs Actuals</td>
<td>Quickbooks</td>
<td>Monthly</td>
</tr>
<tr>
<td>Peace Service Budget vs. Actuals</td>
<td>Quickbooks</td>
<td>Monthly</td>
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<tr>
<td>Vocational Service Budget vs. Actuals</td>
<td>Quickbooks</td>
<td>Monthly</td>
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<tr>
<td>Youth Service Budget vs. Actuals</td>
<td>Quickbooks</td>
<td>Monthly</td>
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</tbody>
</table>