

## Home sweet HOA

We use Social Media (SM) and electronic communications for our work, friends, school, and families; it's time that SM worked for us in our HOAs. Here are some suggestions to get your community involved:

- Remember that board members change and the President might not always live there, so make emails/ passwords non-personal so they can be passed on
  - When setting up the Facebook page, it would be a good time to create a generic email account for the board. The email can be something like BoardofGreenfallshoa@gmail.com. Whatever you pick, make sure, again, to create a password that you are willing to share with the next person who administers the email.
  - Start an HOA Facebook page. Due to the nature of Facebook, it will have to be tied to a person so we suggest not tying it to your own personal account. Create a "person" called President HOA and use a password that you are willing to give away to the next board member or person administering the Facebook page. Once you have that "person" you can create a Facebook page for residents to Like.
  - Have residents Friend the "Person" and Like the Page. The "Person" is helpful for messaging, the Like is helpful to see HOA postings.
- More next month.



Whatever you pick, make sure, again, to create a password that you are willing to share with the next person who administers the email.

## Quote

O Lord, you have searched me and you know me. You know when I sit and when I rise; you perceive my thoughts from afar. —Psalms 139:1-2

## Q&A

**Client:** How do I make reports print in larger type in Quickbooks?

**BKC:** For on the fly changes, right click on any dollar value on any report and a font selection and size pops up.

Change it there and click OK. If you want the report to always print in a certain size, go to Edit, Preferences, Reports & Graphics, Company tab, Format, Fonts & Numbers tab, Change font. This will universally effect all reports.



# KEEPING LEDGER

The Official Newsletter of  
*business-keepers consulting*



the KEY to keeping business<sup>(R)</sup>

Issue 6 JUNE 2011 Vol 9

## BUSINESS-KEEPERS CONSULTING

...the KEY to keeping business.  
5901 Warner Ave, #70  
Huntington Beach CA  
92649  
(714) KEY-8-KEY phone  
(714) KEY-8-535 fax

## ACCOUNT-ABLE

We continue our series on how to hire help for the office or a bookkeeping position. Here are a few more factors to consider:

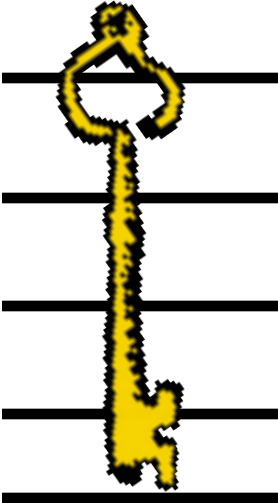
- Do you have time to train the new employee? Many people hire someone when they are buried in work and expect the new person to jump in and start swimming like an Olympian. Learning curves don't work that way. You have to set time aside to train the new hire on policies and procedures. Even navigation through voicemail and email can take some time to learn.
- Job duties: What is the new bookkeeper's or office assistant's responsibilities? Write down a list such as managing A/P, A/R, check-book reconciliation, answer phones, social media management, etc.
- Before hiring, write out procedures. Envision a new hire doing what you do *without* knowing how you do it. That is where you start when writing procedures. Organize your thoughts and see how you would explain it and put some basic steps in writing. This will save you hours in the future, when you do hire because you won't be repeating those steps verbally. The new hire can look back at the procedures and follow the steps



## Calendar

Sunday, June 19th  
*Father's Day*  
Tuesday, June 21st  
*Summer Solstice*  
Monday, July 4th  
*Independence Day (observed)*

# The Sound of Business... (ACCOUNT-ABLE continued)



on her own.

- Daily and weekly duties: Write out a list of all the duties and responsibilities you want the new hire to perform routinely. For example, every day, when she arrives to the office you want her to check the voicemail and write a few postings to your twitter account and Facebook Page.
- Last month we asked you to consider how many hours were needed before you hired the person. A caveat is that anything less than 20 hrs a week and you will tend to attract people who already have part time work and are looking to fill up their 40 work week. These candidates will be torn between jobs. You will also attract students looking to fill in the holes between classes. This can be a good thing if your position is not tied to specific hours each day. Anything less than 10 and you are pulling from a very small pool of people. Screen well.



5901 Warner Ave, # 70  
Huntington Beach CA 92649  
www.business-keepers.com  
(714) KEY-8-KEY



[Like our Facebook page](#) — for tips and tricks on making accounting and HOA living easier.

Follow us on [Twitter](#)

We have a blog post on Tuesday and Friday of every week!

[www.business-keepers.com/blog](http://www.business-keepers.com/blog)

## Important Websites:

<http://www.irs.gov>

<http://caioc.org>

<http://edd.ca.gov>

<http://boe.ca.gov>

<http://www.katchtheday.com>

[http://www.business-](http://www.business-keepers.com/blog)

[keepers.com/blog](http://www.business-keepers.com/blog)

<http://>

[losangeles.angels.mlb.com/](http://losangeles.angels.mlb.com/)

[index.jsp?c\\_id=ana](http://losangeles.angels.mlb.com/index.jsp?c_id=ana)

**Thank you Dads  
for all you do!**

## Katch the Day

June is the month that baseball is in full swing (pun intended). We have one of the most beautiful stadiums in the state right in our backyard, Anaheim, CA. It is the home of the Angels and this year marks their 50th anniversary. Due to the economy, good tickets are there for the taking. Here are a few things to consider when attending:



- Parking is \$10 in the stadium or \$5 in private lots outside stadium, usually across the major streets surrounding stadium.
- You can arrive early and have a famous tailgate party. All this means is you drop the tailgate of your truck and eat. You can bring a gas grill if you want, but a lot of people just bring their drive-thru food and eat it in the parking lot.
- You *can* bring food into the stadium. Any food at all, even home-made food. You do not have to purchase the over-priced stadium food. Buy peanuts at Costco and put them in smaller baggies to give to each member of your party.
- You are not permitted to bring any colored drinks such as cokes, Gatorade, etc. Only bottled, sealed water is allowed. However, we have a trick. Buy the powdered form of lemonade and put some scoops in a baggy. Once inside, you can crack open a bottle of water and add your lemonade powder to create a perfect, sweet drink for pennies on the dollar.



**KATCH THE ANGELS AND LEAVE THE BUSINESS-KEEPING TO US!**