

Home sweet HOA

Living in an HOA can be an accommodating lifestyle but without proper leadership it can be a sinking ship. If you are on the board of directors (the leaders of the ship) be fruitful in how you go about filling empty spots on the board. Here are a few tips:

1. Don't wait for a resident to step up and volunteer to be on the Board of Directors. Most residents don't take the time to help run the HOA. Seek candidates out by posting the openings in the newsletter and the bulletin board.
2. Solicit directly residents whom you believe can contribute to the board in a positive manner. For example, try to find someone with an accounting or finance background to run for the position of treasurer. Someone who likes to write would be a good candidate for Secretary.
3. Don't fill a seat just to have a warm body on the board. Coaxing someone to run for the board who really doesn't want to participate usually ends up being a "lame duck."
4. Serve where you are needed. Though it sounds fun to be called President, perhaps your skills are better qualified to be Secretary.
5. Directors not friends. Don't coax your neighboring friend to be on the board just because she will always say yes to your motions. Seek a balanced citizen who can truly contribute to the Board and its decisions.

Quote

"But I have been watching," declares the Lord.
—Jeremiah 7:11

Q&A

Client: How do I choose a payroll service (continued)?

BKC: We have found that if the payroll service treats their employees well, then the customer service is good. If the sales department of a payroll service is cut throat, than chances are the support staff is tied to the same kind of tight policies. When interviewing payroll companies, note whether the salesman has a fair demeanor or a "hungry" attitude.



KEEPING LEDGER

The Official Newsletter of
business-keepers consulting



Issue 8 AUGUST 2010 Vol 9

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ACCOUNT-ABLE

We continue our side-bar series on checkbook reconciliation. Checks might get written but not mailed out until there are deposits to cover them.

Here is an alternative to writing actual checks and holding them:

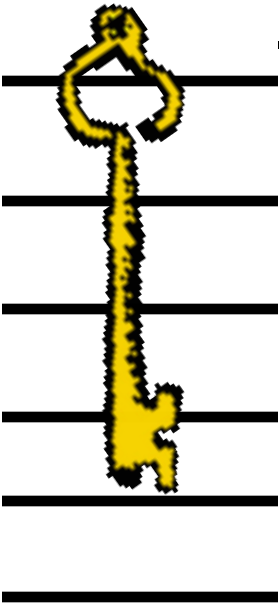
1. Let's assume that you are using the Accounts Payable feature in QB whereby you are entering bills from vendors as they come in (regardless of when you can pay them).
2. Now, you are expecting a large deposit in the next day or two. Go ahead and select the bills you want to pay in the "Pay Bill" mode. Select a date to print *into the future* when you believe you will have the funds to pay them, Save and *don't* print.
3. Open up your check register that you pay bills out of. Note that the Bills you selected to pay are now in the register with a "To Print" status instead of a check number. Also note that the checks To Print are below a blue line. Above the line reflects the present day and below it is the future. You can keep those checks in the To Print mode in the future without printing them, and yet still see what your checkbook balance *would be* when you do print them. It is probably reflecting a negative balance, but that is okay because you haven't actually written the checks. You simply now know what you need to deposit to clear those checks!
4. When the deposit comes, enter it as you normally would (continued on back)



Calendar

Summer Fun Continues...

The Sound of Business... (Account-able continued)



5. You now have the checkbook balance you need to cover the To Print checks. However, the original To Print date is probably in the present (or possibly a few dates back) and the blue line disappeared. You need to go into the register and change the date of the To Print checks to the date you are *actually* write the checks. Do *not* print the checks with the old date if you technically didn't have the funds for it back then because that defeats the purpose of this To Print trick. If you are keeping an old date on a check and the funds were not there, you might as well have printed the checks and held on to them.
6. An additional step for this To Print trick is the consideration that the large deposit never came in or that a smaller deposit came in instead and you don't have the funds to run *all, if any*, of the To Print checks. Instead of voiding them (which is what you would have had to do had you actually printed them), you merely go into the checkbook register and delete the To Print checks. This removes it from the checkbook and drops the Bill back into Accounts Payable and you start with step 2 and move forward again. You can repeat this process as many times as you need.



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www.moon.com

**Katch the
Summer while it
is still here!**

Katch the Day

August is the month to get away before the back-to-school and pre-holiday grind starts. This year we are Katching the Day in Washington State. We will spend the next few issues highlighting our trip and sharing our insight into the northern tip of our great country.

The Evergreen State is divided into ten parts: Seattle, the Eastside, North Puget Sound, South Puget Sound, San Juan Islands, Olympic Peninsula and Coast, Columbia Gorge, North Cascades, South Cascades, and Eastern Washington. We actually explored the Columbia Gorge on a KTD trip back in 2003. That's the area that runs along the Columbia river that separates Washington from Oregon.

Our 2010 trip will focus on Olympic Peninsula, North Puget Sound, and of course, Seattle. We will be making a two day trip to Canada while we are up there.

Our first stop is Olympic National Park in the Peninsula. It is home to the largest rain forest (Hoh) in the contiguous United States. It rains 140 inches per year which keeps the forest perpetually green and damp under towering trees over 200 feet tall. The park is home to 200 species of birds and 70 species of mammals including the bald eagles. FDR made this monumental park a national park in 1938. This park is unique in that there are no roads running through the park. The only way to visit most of the pristine park is to hike or horseback ride in.



KATCH THE EVERGREEN DAY AND LEAVE THE BUSINESS-KEEPING TO US!