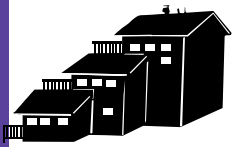


## Home sweet HOA

Living in a planned community has many benefits: shared expenses, reserves set aside for future repairs, money managed as a whole. But one of the things that rears its ugly head is disputes between neighbors that can affect the whole community. Asking neighbors to turn down the music, to removing debris from around their home, to upholding parking rules can be disruptive to the community. The board can head off some of these issues by creating a mediation committee that looks at problems before they get too big. Here are some suggestions for the committee to initiate:



- Use technology. We have discussed this in prior newsletters. Setting up an

online forum for members to discuss issues helps keep an open dialogue.

It is recommended that you set up rules of online conduct and ask members to use their real name

- Set a good example. Board members can encourage community at board meetings and keeping the peace when things get heated up
- Post the rules. Continue to remind neighbors of the HOA rules in a cordial manner. We suggest a monthly newsletter
- Get members talking. Encourage members to work out their disputes on their own first.

More next month.

## Quote

The Lord is my shepherd, I shall not be in want. He makes me lie down in green pastures, he leads me beside quiet waters, he restores my soul.

— Psalms 23:1-3

## Q&A

**Client:** What do I do about employee Facebook access on company time?

**BKC:** This is a highly volatile issue because employees hold their Facebook very private and yet they are using company time to discuss personal and possible business issues. You need to have an attorney draft up a social media policy and have your I.T. person put restrictions on the computers at the office.



# KEEPING LEDGER

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

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## BUSINESS-KEEPERS CONSULTING

...the KEY to keeping business.

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## ACCOUNT-ABLE

With the news of Borders shuttering, many business owners are probably wondering, who is next? The answer: Ask an accountant. As the keeper of the "books," we know how bad (or good) a business is doing long before the general public, or even the company employees know. It is remiss to think that the owner of a company, with proper accounting, suddenly loses his/her business overnight without warning. Then again, it is remiss to assume that companies put the right emphasis and resources into maintaining proper accounting so that effective reports can be generated, and plan can be made.

Here are a few "Borders" signs to look for from an accounting perspective:

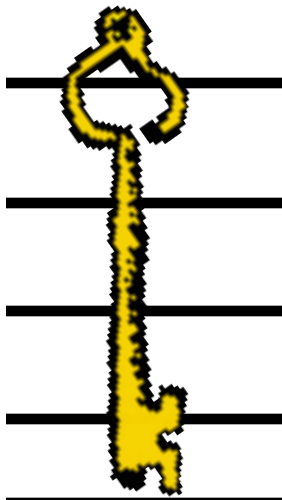
1. Checkbook dips into the red: this means you are writing more checks than depositing money. Seems reasonable that you would want money in the bank before writing a check, but you'd be surprised how easily you can slip into the "float" status
2. Float money. "Float" means you are writing checks in hope that deposits come in. This can be a vicious cycle, both for your vendor and for your customer
3. Post dating checks: This is a trick to appease your vendors. The vendor provides you with a product, and you write a check dated three-four weeks ahead and ask them to hold on to the check. This is a tongue in



## Calendar

Monday, September 5th  
*Labor Day (observed)*

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



check “float” method. You are telling your vendor, “I don’t have the money now, but hopefully I’ll have it later.” Again a vicious cycle.

4. Payroll: You are scrambling to cover payroll every pay period

You are working for free, as the officer/owner, because you don’t have enough money to pay yourself. Or worse yet, you are paying yourself, but not your employees



Here are a few things you can do to avoid the Borders downfall:

- A) Keep up to date (real time) accounting. This means your checkbook in Quickbooks (or other software) is up to date so you are not checking your online banking 2-3 times a day
- B) Don’t write any checks that can not clear that day. If you don’t have the money, don’t write the check. You will build trust with your vendors this way

More next month.



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[Like our Facebook page](#) — for tips and tricks on making Quickbooks, 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> (Community Association Institute)

<http://edd.ca.gov>

<http://boe.ca.gov>

<http://www.katchtheday.com>

<http://www.business-keepers.com/blog>

[www.meetup.com](http://www.meetup.com)

<http://lbplayhouse.org/>

**Enjoy the summer fun while it lasts!**

### Katch the Day

Some might think August is a dull month for theatre but not in Long Beach. The Long Beach Playhouse Theatres have two theatrical experiences for you to enjoy.



In LBPT’s Studio theatre, Steve Martin’s comedy, The Underpants, opens August 13th and runs through September 10th. This playful script is about a woman who embarrasses her husband and how the husband “salvages” his career after the embarrassment. I think the name might lend some insight into the play’s funny antics.

On the Mainstage is the ever popular musical, A Funny Thing Happened on the Way to the Forum, by Stephen Sondheim. This is a trot through Roman history and how slaves, masters, and lovers get confused about their needs and how best to meet them. This show has been running since July 30th and will continue through September 3rd. Performance dates: A Funny Thing performs on Friday and Saturdays at 8pm and Sundays at 2pm. The Underpants performs Thursday, Fri, Saturday at 8pm and Sundays at 2pm. There is a “Pay what you can” preview of Underpants on Thursday, August 11th and “Half Price Preview” of Underpants on Friday, August 12th.



Prices: \$24/general admission, seniors are \$21, students are \$14. They just released their 2011/12 season and it looks like a smashing good time for all!

**KATCH THE THEATRICAL NIGHT, AND LEAVE THE BUSINESS-KEEPING TO US!**