

Home sweet HOA

HOA boards do a lot more than govern the association and adhere to the CC&Rs. Board members are the peace makers, the consolers, the negotiators of the community. And sometimes, board members are the nemesis of the association. Every playground has one, and HOAs are no different: a bully on the board. A bully can do a lot of damage to the cohesiveness of the board and it's agenda. Here are some things to look out for:

- Identify. It helps to see a person for what they are; a bully. Once identified, you can stop taking it personally and start assessing how to work with the person

- Be united. Don't let the bully pick on one person while you sit back and watch. As a board, be united in fighting the bully's behavior. When he/she sees she is outnumbered, sometimes that can diffuse the situation.

- Keep it professional. Don't allow bullies to be foul mouthed or gossip. Create board member guidelines of behavior that all will adhere to.

- Don't bully the bully. Address the bully's specific behavior, not the person directly.

- Duties. Make sure all board members have outlined duties. Bullies tend to micromanage areas other than their own. If board members are all doing their part, the bully can't "supervise."

- Stop bullies early before it escalates.

Quote

[The king] must read [the law]..so that he may learn to revere the Lord his God and follow carefully all the words of the law...and not turn to the right or left of the law. Deuteronomy 17:19-20

Q&A

Client: What about Quickbooks Payroll continued?

BKC: We are working with QB Pro 2011 Payroll module. QB has several levels of payroll service depending on how in-

involved the client wants to get. We still recommend using a third party service for companies with over three employees. For those small companies, particularly if you are only cutting a few salaried employees, QB PR is ideal. Continued next month.



KEEPING LEDGER

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BUSINESS-KEEPERS CONSULTING

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ACCOUNT-ABLE

We continue our discussion on cash in the cash flow series. Another method of recording cash expenditure transactions in Quickbooks is again, through the Petty Cash bank account set up in QB. If you are not cutting actual checks to Petty Cash but you are withdrawing money from ATMs or simple withdrawals inside the bank, then using those cash funds for business purchases, this is how you would record that activity in QB:

1. In QB click on banking and "Write Check" from your regular checking account. In the Check # write ATM or Withdrawal for say \$100. Payee is Cash, enter the amount. Account number below the check is Petty Cash. Save and Close. Now you have \$100 in the Petty Cash "bank" account. This records the money out of your checking account and into your pocket (i.e. Petty Cash)

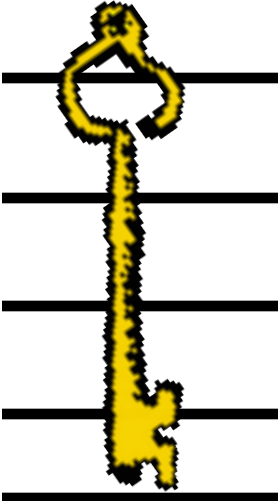
2. Now you have spent some of that cash on business expenses such as \$23.45 at Staples, and \$15.50 at the donut shop buying donuts for your office staff. Open Write Checks and select *Petty Cash* as your checking account. Enter Cash for check number, enter date of receipt, Enter



Calendar

Tuesday, November 2nd
Election Day (vote!)
Sunday, November 7th
Daylight Savings (forward 1 hr)
Thursday, November 11th
Veteran's Day (observed)
Thursday, November 25th
Thanksgiving (observed Thurs/Fri)

The Sound of Business...



Staples for Payee, enter amount of actual cash spent, then for account, enter Office Expense. Save and New. Enter another check for the donuts. This is an Office Expense because you did not eat the donuts yourself. If you had eaten some donuts, then the expense would be considered Meals Expense.



3. You now have three transactions in Petty Cash. Let's review them. Go to Lists, Chart of Accounts, double click on Petty Cash bank account. Note that "Deposit" of \$100 from the ATM withdrawal. Then the expenses posted against that \$100. Note that now you have a balance of \$61.05 in Petty Cash bank account. There really isn't an actual bank account. This is the most efficient way to keep track of cash withdrawals and business expenditures. At the end of the year, whatever the balance of Petty Cash is, that is assumed money left over from the withdrawals, *still* in your pocket, and thus money you technically owe back to the company.
4. At year end, we would do a journal entry to zero out the Petty Cash balance and move it over to a Draw account for the officer/owner.

Next month we will discuss how to record cash received from customer payments as a "cash drawer" transaction.



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www.business-keepers.com
www.undergroundtour.com



Katch the Day

We continue our KTD series on our Pacific Northwest adventure. Our next stop was Seattle. Washington. One of our clients recommended the "Underground Tour" and so we went. The tour is located in Pioneer Square, a district in downtown Seattle. It was started in 1954 by Bill Speidel (now deceased) and is located in the streets below the present city.

Here's the story of: Seattle was a bed for maritime commerce. The founders (a group of business men who decided to join forces) used dirt to fill in the land. The roads were muddy and sewage was, well, unpleasant. But onward they built until 1889 when a fire ripped through the whole town and flattened it.

They decided to rebuild the right way and raise the level of the whole city, put drainage underneath, and streets at the right drainage level for the rainfall. Businesses didn't want to wait until the whole city was done at once so they did this in phases. The land was raised, then buildings built on it, all about 25 feet above the sidewalks at the old level. When the city was finally done, they covered all the old sidewalks and you can walk through some in this underground tour.

You can read all about the founders and the underside of Seattle in the books sold at the gift store at the Underground Tour. More pictures on our www.katchtheday.com website!



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