

Home sweet HOA

A lot of effort goes into keeping an HOA alive and well. Many board members burn out juggling the various job responsibilities even with the help of a property manager. When the board is stretched too thin, things fall through the cracks. To avoid this, here are some suggestions:

- Once positions are set within the board, (treasurer, secretary), respect the position. Don't micromanage someone else's position. Focus on your own and its responsibilities.
- Create camaraderie within the board so when tasks fall out of set positions, the various members of the board are more inclined to volunteer. Remove bullies from the board (see last month's issue on bullies), and strive for mutual appreciation among members.
- Create various committees for non-board members so they too can get involved. Though people won't want to sit on the board, there are many tasks residents can do to help the community. Assign a board member to oversee each committee
- Board members start recruiting homeowners to serve on committees such as Landscaping, Maintenance (cleaning the trash bin areas, pool areas, mailbox areas), Parking, etc. Ask neighbors to ask neighbors. Delegating the duties will prevent burnout and create community spirit.

Quote

But you, Bethlehem of Judah...out of you will come for me one who will be ruler over Israel, whose origins are from of old, from ancient times.

—Micah 5:2 (c. 735-700bc OT)

Q&A

Client: What about Quickbooks Payroll continued?

BKC: QB Pro 2011 Payroll works well with fixed salaries with fixed payroll periods, such as officer salaries which are paid on the 15th and end of the month which are always the same. Until you max out SDI and SS limits (too much detail to go into now), you can write a check for the net amount because it will always be the same and perform an after-the-fact payroll in QB.



KEEPING LEDGER

The Official Newsletter of
business-keepers consulting



Issue 12 DECEMBER 2010 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 discussion on the handling of cash in the cash flow series. This discussion covers how to record cash *received* from customers. Let us back track momentarily and recap three ways to enter deposits from customers, assuming Quickbooks (QB) as the software: Payment on an Invoice, Sales Receipts, and straight Deposit.

We'll take the first option, Payment on an Invoice, and assume you received cash from the customer:

1. Enter the Received Payment in QB as a normal process; the deposit goes to Undeposited Funds.
2. Go to Make Deposit and select that Payment, click OK, and now you are in the Deposit box. Select Petty Cash as the Bank Account. (add this if you haven't already got this account in your Chart), Save and close.

This assumes the *whole* customer deposit of cash went into the Petty Cash drawer. What if you kept some cash for Petty Cash and the rest you deposited into a checking account? Here are the steps for that:

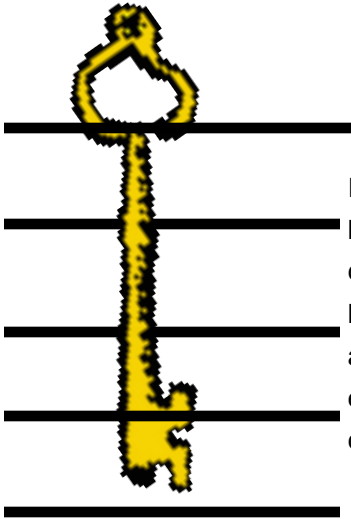
- Follow 1 and 2 steps, except select Checking Account for the account number, then on a second



Calendar

Thursday, December 2nd
Hanukkah
Tuesday, December 21st
Winter Solstice
Saturday, December 25th
Christmas (observed)
Saturday, January 1st
New Year's Day (observed)

The Sound of Business...



line, under Name, enter Petty Cash (as a vendor), Account is Petty Cash, and under the Amount column, enter as a negative, how much you are keeping as cash for Petty Cash the drawer. The balance difference is reflected and that is your new Deposit amount into Checking.

It's important to remember that once you have this Petty Cash account established in QB, and you are entering the Deposits from customers paying with cash, and entering expenditures paid with cash, the *balance left over* (if any) has to be accounting for. If that balance is unreasonable, you will have to adjust it in QB as a cash draw from the owner of the company because, in essence, the owner withheld cash deposits for him/herself without spending it on company expenses.



More on the other processes next month.



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



Check out our new blog going live in January 2011: www.business-keepers.com/blog

Important Websites:

www.irs.gov
www.caio.org
www.edd.ca.gov
www.boe.ca.gov
www.ftc.gov
www.katchtheday.com
www.business-keepers.com
www.butchartgardens.com



Katch the Day

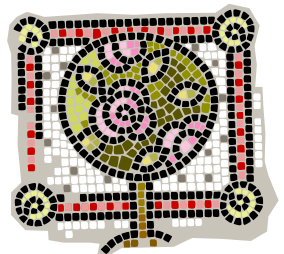
We continue the KTD series of our Pacific Northwest adventure. Our next stop was even more north: Victoria, Canada. We took the car ferry from Anacortes (a small down 1.5 hours north of Seattle) through the San Juan Islands and docked in Victoria. Though we are wonderful neighbors with Canada, you will need a passport; they don't bother to stamp it. The ferry takes 2 hours and you must get there at least one

hour early so plan accordingly. We got a map and headed our first major destination: Butchart Gardens.

Mr. Butchart made cement from his quarry of limestone on Vancouver Island. When he had exhausted the area near their home, Jennie came up with the idea: She had soil brought in by horse and cart and turned the pit into a lushes garden. She turned her flair for gardening and hospitality into a year around affair for friends, neighbors and visitors. She offered tea and free strolls through the Garden. Through her and her husband's travels, they brought back plants and ideas to add multi-cultural dimensions to the Gardens. By the 1920s more than 50,000 people came each year to see the beauty Jennie had created. The Gardens grows many of its own plants, with a full scale nursery on the property which spans 135 acres (55 open to the public). Butchart has an amazing Christmas display this time of year too!

Trivia: The Butcharts would have been on the Titanic if they had not postponed their voyage due to the illness of Mr. Butchart's favorite pet bird.

KATCH THE GARDEN DAY AND LEAVE THE BUSINSS-KEEPING TO US!



**Jesus- the
real gift behind
Christmas!**