



# **AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

WASHINGTON CHAPTER  
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## **TREASURER CONTINUITY BOOK**

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1. **PURPOSE:** This document outlines the basic procedures for the inherent responsibilities of the ASMC Washington Chapter Treasurer. While the procedures and processes outlined here are not necessarily regulatory in nature, they are the result of a “what works best” viewpoint from one Treasurer. Any future Treasurer is free to make changes/adjustments as they see fit, as long as basic internal control and accounting principles are still adhered. Keep in mind that since the duty of the Treasurer revolves, it’s important to record any changes to this document for purposes of posterity and future treasurer transitions. Not to mention that recording of such processes is an integral part of internal controls for future audits.

## 2. DESCRIPTION OF DUTIES

a. The Treasurer is appointed for two year terms and is part of the Chapter’s Executive Board. In general terms, the functions of the Treasurer are:

- (1) Responsible for the custody of chapter funds and their proper disbursement.
- (2) Responsible for keeping books updated monthly and provides a statement of account at monthly Executive Board meetings.
- (3) The Treasurer deposits all cash and checks received to the bank checking account within seven days of receipt.
- (4) Works with the Chapter’s Audit Chair and designated accounting firm to complete the annual audit of the Chapter’s bookkeeping, and the preparation of the annual financial statements.
- (5) Responsible for all taxation forms and issues, as required.
- (6) Solicits professional advice when deemed necessary.
- (7) Prepares and presents an annual budget to the Executive Board for approval.
- (8) At the conclusion of the Treasurer’s term of office, the Treasurer shall turn over to the new Treasurer all the funds, reports, papers, documents, and property of the Chapter; and conduct a transition meeting with the incoming Treasurer.

b. ASMC National has provided guidance to individual Chapters regarding accounting procedures – <https://asmconline.org/membership/chapters/chapter-management/chapter-handbook/chapter-accounting/>. While the guidance is a little outdated since it is based on manual bookkeeping, the principals are still valid. The procedures and policies outlined in this document are consistent with the guidance mandated by ASMC National.

3. **GENERAL INFORMATION:** The following general information is provided to help orient readers to the Chapter Treasurer’s environment:

- a. The Chapter fiscal year (i.e. its reporting period) runs from 01 July to 30 June.
- b. The “cash basis” method of accounting is used as opposed to the accrual method. For example, an invoice is received on 15 June of FYX1 and accordingly the Treasurer wrote a check and mailed it to the vendor on the same day. The check does not clear the bank account until 10 July, which is the following reporting period, FYX2. Because the cash basis method of

accounting is used, the transaction is recorded at the time of disbursement (when it clears the bank account), which is FYX2. Under the accrual method, the transaction would be recorded in FYX1 – when the obligation was incurred. This will become an important distinction when reporting the Chapter's budget against its Cash Flow Statement.

c. A private accounting firm is used for the annual audit of the Chapter's bookkeeping, preparation of the financial statements, and preparation and submission of all tax forms. The Audit Chair is responsible for the selection of the accounting firm to be used. Starting in FY16, the accounting firm of Halt Buzas & Powell, LTD has been used for this purpose.

d. Efforts have been made to eliminate cash transactions as much as possible. Payments for luncheons or other event registrations by individuals is done via a credit card in Pay Pal. For example, in FY18 the only cash transaction required during the course of the year was establishing a cash bar for the annual Holiday Social. The Treasurer withdrew cash and assigned it to the appropriate Chapter member responsible. Then, that individual returned the cash (plus any additional revenue received) to the Treasurer. Starting in FY19, the cash bar at the Holiday Social was no longer required since the Army Navy Country Club brought in credit card capability for the bar. As of this writing, there is no specific financial transaction known that would require a cash transaction.

e. The Chapter maintains a savings and checking account with Bank of America. The checking account is the primary account to be used for all transactions connected to the operation of the Chapter. The savings account is essentially a cash reserve gathering interest.

#### **4. ACCOUNTING SYSTEM**

a. QuickBooks Online: QuickBooks (QB) Online is the accounting system used by the Chapter to record all financial transactions. The Chapter has previously used a desktop version of QB, which was really more geared to the accounting needs of a small business. The Chapter's financials are not nearly as complicated, and could easily be done through a well-organized Excel spreadsheet. Though, having the transactions recorded through QB online, allows for the recording of all historical transactions with supporting documentation (in the form of a .pdf file) uploaded and linked to each. This alleviates the need for maintaining hard copy paper documents. QB Online is the primary repository for financial documentation, with an established google drive serving as the backup (discussed more later).

b. ASMC Budget Excel: While QB is the primary accounting system, a separate Excel spreadsheet is maintained as a backup with other necessary financial information. Also, during the course of the Treasurer duties, the Excel spreadsheet is great reference tool (easier to manipulate than QB, so there is an ease of convenience factor). One Excel file is maintained for each fiscal year, with the following tabs:

(1) Budget: The current status of the Chapter budget is maintained on a monthly basis. A separate tab for each month is used. At the beginning of the fiscal year, only the month of July will be established. During the course of the fiscal year, as part of the monthly

reconciliation, a new tab in the Excel file is created for each month and updated accordingly. At the end of the fiscal year, there will be 12 separate budget tabs – one for each month, from July to June. The most current month’s budget is presented to the Board during the monthly Executive Board telecom.

(2) Pay Pal Data Tab: As part of the monthly reconciliation, all Pay Pal transactions are downloaded here for each month. It’s a running list so that by the end of the fiscal year, all Pay Pal transactions are available here.

(3) Pay Pal Pivot: This pivot table is used to sort and query the Pay Pal Data Tab as needed.

(4) BOA Savings: A running ledger of all transactions affecting the Savings account balance. The transactions are downloaded directly from BOA as part of the monthly reconciliation process (see Monthly Priorities of Work section).

(5) BOA Checking: A running ledger of all transactions affecting the Checking account balance. The transactions are downloaded directly from BOA as part of the monthly reconciliation process (see Monthly Priorities of Work section).

(6) QB Transactions: A running listing of all transactions downloaded directly from QB. The information in this tab is the source data for the information on the Statement of Cash Flows on the Dashboard tab.

(7) Dashboard: This is a snapshot of the Chapter’s financial health, and presented to the Board on a monthly basis. It includes information that is similar to that seen in a Statement of Cash Flows and a Balance Sheet. The data displayed on the Statement of Cash Flows is drawn from the QB Transactions tab. There are also graphs - a bar chart that shows Revenue and Expenses by month, and two pie charts that show the percentage breakdown by category for both Revenue and Expenses.

**5. TREASURER TRANSITION:** The transition from one Treasurer to another requires specific actions, which include:

a. The incoming Treasurer will be appointed in writing and signed by the Chapter President.

b. The incoming Treasurer will sign a statement acknowledging the Treasurer duties.

c. Bank of America:

(1) The outgoing and incoming Treasurer will need to make an appointment with BOA so that the incoming Treasurer is added as a signatory to both the checking and savings accounts. The outgoing Treasurer may be removed from account access, but it’s necessary to have a primary and secondary signatory identified so that there is redundancy in the event the Treasurer becomes unavailable. If the outgoing Treasurer will remain with the Chapter, but in a different capacity, then it’s recommended that s/he retain access to the BOA accounts. Otherwise, someone will need to be identified as a backup.

(2) The incoming Treasurer will need to be issued a new Chapter Debit Card and the

Debit Card assigned to the outgoing Treasurer will eventually need to be cancelled. Once the incoming Treasurer receives the new Chapter Debit Card, s/he will need to update the billing information for the recurring charges that are applied to the Debit Card on a monthly basis. The outgoing Treasurer's Debit Card should not be cancelled until the incoming Treasurer has an opportunity to do this.

d. Post Office Box: The outgoing treasurer will turn over the key to the Chapter Post Office Box (#16237). See Annex G.

e. Coordinate with the Chair of the Mini-PDI and Golf Tournament committees to ensure the incoming Treasurer's home mailing address is known. The incoming Treasurer's home mailing address will be provided to corporate sponsors that send checks. Otherwise, the Chapter PO Box can be used, but it's more convenient for the checks to be sent directly to the Treasurer's home mailing address.

f. The user names and passwords for all necessary online account access is listed in an Excel spreadsheet titled 'Treasurer Functions.' This information is sensitive and should be treated as such. The Excel spreadsheet is maintained in a secure location that only the Treasurer is aware of. This Excel spreadsheet will need to be transitioned to the new Treasurer. The Treasurer should not be the sole officer with access to each account. In order to achieve redundancy, other Chapter officers will need access as well. The following online accounts identify the Chapter Officer(s) that should have access in addition to the Chapter Treasurer:

- (1) PayPal – Corporate Mini-PDI/Golf Tournament Organizer
- (2) BOA Merchant Services – Same person who has Bank access
- (3) Vertical Response – Webmaster
- (4) 1and1 – Webmaster
- (5) Bank Of America Online Banking – See Treasurer Transition paragraph
- (6) APlus – Webmaster
- (7) QuickBooks Online – Same person with BOA access
- (8) Gmail Google Drive – Webmaster and same person with BOA access

g. Connect with all committee chairs. Several of the committee chairs have budgets for their programs and they need to know who to reach out to for various budgetary issues. Typically, the committee chairs will receive their invoices first, then send a request for payment to the Treasurer. In cases when the Treasurer receives the invoice, the Treasurer should get with the associated committee chair to verify the invoice is correct and obtain their approval before generating payment.

h. Chapter equipment and other materials under the responsibility of the Treasurer should be turned over to the incoming Treasurer. The role of the Treasurer has evolved over the last several years so that there is currently no real equipment that is required to perform the Treasurer duties. Nonetheless, certain items have been passed to the Chapter Treasurer to retain. In the future, an assessment should be made if the Chapter should retain these items, or if they can be disposed of in some manner. These items are not carried as assets on the

financial statements because they have been fully depreciated. Current items under the control of the Treasurer include:

- (1) HP laptop, model 15-1010dx, Ser #5CD44661RP w/ power cable and mouse
- (2) Optoma Projector, model EP721, Ser #Q88N826AAAAAC0415 w/ case, power cable, and non-HDMI CPU connector
- (3) Nikon Coolpix camera, model P600, Ser #30058265 w/ case, power cable, and power connector
- (4) BOA Blank Checks thru #2280
- (5) One Kensington laptop backpack
- (6) Two plastic file folder organizer's containing hard copies of previous taxes submissions and audited financial statements
- (7) One binder containing various historical documents

**6. CATEGORIES OF FINANCIAL TRANSACTIONS:** Monthly financial transactions fall into the following categories:

a. Deposits: The Chapter receives deposits through a variety of means and for differing purposes.

(1) Corporate Checks: Generally corporate sponsorship "donations" will be sent to the Treasurer's home address in the form of a check. These "donations" are usually related to one of two annual events: Mini-PDI or the Golf Tournament. The Treasurer should deposit these checks to the Bank of America checking account in a timely manner after receipt, keep a record of each deposit transaction (with supporting documentation), and coordinate directly with the Chapter officer in charge of the respective event for each transaction. The Chapter officer in charge of the event will maintain a list of expected incoming sponsorship "donations" and the Treasurer will reconcile with that person accordingly. Additionally, the Treasurer will endorse the back of each check received with "For Deposit Only."

(2) EFT: Various deposits will be reflected in the Chapter's checking account, and the origin or purpose of the deposit may not be immediately clear. For example, some corporate sponsors will make a "donation" via EFT in lieu of a check or other means. Such deposits are typically related to either Mini-PDI or the Golf Tournament, and the Treasurer will need to communicate with the respective Chapter officer to verify and confirm the deposit.

(3) Pay Pal: Pay Pal is the means by which a credit card can be used to send dollars to the Chapter. Generally, payments for the monthly luncheon, the Holiday Social, or Golf Tournament/Mini-PDI registration are paid with a credit card by members through Pay Pal. This minimizes cash transactions for the Chapter at these events. Also, corporate "donations" might also be paid through Pay Pal. As part of the Pay Pal monthly reconciliation, identifying the purpose for each transaction is necessary (see the Pay Pal section at Annex C).

b. Payments: The Chapter has recurring monthly payments and payments related to expenses for a particular Chapter program.

(1) Monthly Recurring Payments - Fixed: The Chapter's Debit Card is charged for certain expenses that are essentially overhead operations. As part of the monthly reconciliation procedures, the Treasurer will need to go to each website and download the supporting documentation for the respective invoice/receipt. NOTE: When a new Treasurer assumes duties, it will be necessary for the new Treasurer to receive a new Debit Card from Bank of America, and then go to each website and update the billing information with the new Debit Card number and cardholder name. Monthly recurring charges include (amounts listed are current as of this writing):

(a) Pay Pal: A fixed monthly fee of \$59.95 is applied for credit card payments to the Chapter.

(b) Vertical Response: A fixed monthly fee of \$55 is applied for Email Distribution service.

(c) APlus: A fixed monthly fee of \$44.95 is applied for the Chapter's Website Costs.

(d) 1and1: A fixed quarterly fee of \$29.97 (\$9.99/month but billed once every 3 months) is applied for the Chapter's Mini-PDI Website Costs.

(e) QuickBooks Online Essentials: A fixed monthly fee of \$40 is applied for the Chapter's accounting and bookkeeping needs.

(2) Monthly Recurring Payments – Variable: Other monthly payments are automatically charged to the Chapter Debit Card, but actual amounts vary based on actual use:

(a) Bank of America Merchant Services: A variable monthly fee is charged that is based on the actual volume and amount of credit card payments (i.e. deposits to the Chapter) generated from Pay Pal transactions. While Pay Pal is the means by which individuals pay with a credit card, Merchant Services is the means by which those Pay Pal transactions are deposited to the Chapter's checking account. Bank of America charges a fee for this service that is based on the actual volume and amount of credit card transactions.

(b) Crystal City Westin: The Chapter Debit Card is on file with the Crystal City Westin and is charged usually within a few days following each Monthly Luncheon. The amount charged is based on the actual number of lunches served, and any other associated costs incurred.

(3) Other payments related to expenses for particular programs are usually coordinated by the respective Chapter officer in charge of the particular event. Examples include Golf Tournament expenses, Holiday Social expenses, Mini-PDI, and Training. Again, the payment for such expenses will be coordinated through a Chapter officer. The Treasurer will need to ensure all necessary supporting documentation are obtained before generating payment. This includes verification of invoice/receipt accuracy and approval for payment from the Chapter officer, along with any other pertinent documentation.

## 7. ACCOUNTS

- a. All financial transactions will need to be classified into an account when inputting the



transaction into QuickBooks Online. There are expense accounts (i.e. Payments) and revenue accounts (i.e. Deposits). Some accounts stay the same when transitioning from one reporting period to another, while others are tied specifically to an annual event and will need to be re-created on an annual basis (i.e. Holiday Social, Mini-PDI, and the Golf Tournament).

b. It's important to know which reporting period to apply a transaction because payments or deposits might be made in one reporting period, but for an event that occurred in a different reporting period. For example, in FY19 two separate payments were made to the Ronald Reagan Building and International Trade Center to reserve the venue in 2020 and 2021. These payments were applied to the accounts "Mini-PDI 2020 – Expense" and "Mini-PDI 2021 – Expense," respectively. While the disbursements for these transactions were accounted for in FY19 (remember - cash basis method of accounting), both are part of the budget for their respective events in the year the event occurs. The payment made to reserve the venue in 2020 is part of the Mini-PDI budget in that year, not part of the Mini-PDI budget for the 2019 event even though the disbursement occurred in the same reporting period as the 2019 event (i.e. FY19). More on this later when updating the Chapter Budget spreadsheet that is part of the monthly reconciliation duties.

c. While new accounts can be created as needed, generally, the most often used Revenue and Expense accounts are listed below:

**Revenue (i.e. Deposits)**

Account	Description
Chapter Rebate	This is an amount that fluctuates from year-to-year. ASMC National will provide an annual rebate to the Chapter based on membership payments.
Golf Tournament - 2019 Register	Includes all registrations (i.e. Green Fees) for the annual Golf Tournament. Typically these deposits are received through PayPal. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Golf Tournament - 2019 Sponsor	Corporate sponsors provide "donations" to the Chapter as part of the annual Golf Tournament. These deposits are typically in the form of checks sent directly to the Treasurer, but can be received through other means (PayPay or EFT). Reconciliation with the committee chair is required. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Holiday Social - 2019 Income	Includes all registration payments from personnel attending the Holiday Social. Typically these deposits are received through PayPal. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Interest	Monthly interest received from the BOA Savings account.
Mini-PDI 2019 - Register	Includes all paid registrations for the annual Mini-PDI. Typically these deposits are received through PayPal. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Mini-PDI 2019 - Sponsor	Corporate sponsors provide "donations" to the Chapter as part of the annual Mini-PDI. These deposits are typically in the form of checks sent directly to the Treasurer, but can be received through other means (PayPay or EFT). Reconciliation with the committee chair is required. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Monthly Luncheon - Income	Includes all paid registrations for the monthly Chapter luncheon. Typically these deposits are received through PayPal. The comment field in the PayPal transaction will specify which month the payment is for.
Other	This account services as a catch all for "Miscellaneous Income." Most common use is for deposits related to BOA Merchant Services Cash Reward. The amount fluctuates on a monthly basis depending on its volume.



**Expenses (i.e Payments)**

<u>Account</u>	<u>Description</u>
Administrative	Accounts for any administrative expenses for the operation of the Chapter. Examples include Post Office Box renewal, cost of stamps, or envelopes.
Audit and Tax Prep	Payment made to an auditing firm for the annual audit of the financial statements and submission of the Chapter's taxes.
Awards	Related expenses for the costs of awards presented to various Chapter personnel for recognition of outstanding service.
Donations	Charitable donations provided by the Chapter.
Email Distribution*	Monthly recurring payments made to Vertical Response, which facilitates monthly email announcements and other bulk messaging to chapter members. Payments are applied to the Chapter Debit Card.
Golf Tournament - 2019 Expense	Includes all associated expenses related to the annual Golf Tournament. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Holiday Social - 2019 Expense	Includes all associated expenses related to the annual Holiday Social. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Merchant Fees	Monthly fees paid to Bank of America and associated with credit card transaction through PayPal. The monthly amount will fluctuate based on the actual volume of credit card transactions. Payments are applied to the Chapter Debit Card.
Mini-PDI 2019 - Expense	Includes all associated expenses related to the annual Mini-PDI. The account is tied to a specific reporting period, so a new account will need to be established for each fiscal year.
Monthly Luncheon - Expense*	Includes all associated expenses related to the monthly luncheon (i.e. lunch buffet and room rental), and paid to the Westin Crystal City. Payments are applied to the Chapter Debit Card.
Pay Pal Fee*	Monthly recurring payments for PayPal services. Payments are applied to the Chapter Debit Card.
QuickBooks Online*	Monthly recurring payments for QuickBooks Online services. Payments are applied to the Chapter Debit Card.
Training	Quarterly training events are provided by Management Concepts. An invoice will be sent directly to the Treasurer or to the Training Committee Chair. Payments are made via EFT from the BOA Checking account. Instructions for the EFT are included in the invoice.
Website Costs*	Recurring payments to APlus and 1and1. APlus payments are made on a monthly basis for hosting the Chapter's website. 1and1 payments are made on a quarterly basis for hosting the Chapter's annual Mini-PDI website. Both payments are applied to the Chapter Debit Card.

\* Payments applied to the Chapter Debit Card that will require a new Treasurer to contact the vendor to provide a new Debit Card # for payment.

d. Again, be sure to know which accounts are tied to an annual event and will need to be re-created on an annual basis.

## 8. CHAPTER FINANCIAL FILES

### a. Document Retention and Destruction

(1) On the Chapter Google Drive, the file “Nonprofit Document Retention and Destruction Guidance.pdf” can be found under the folder “Other Documents” and the sub-folder “Document Retention.” In short, this guidance establishes that supporting documents for financial transactions are to be retained for a period of 7 years, while all audit and tax documents are to be retained permanently.

(2) The Chapter has taken steps to eliminate the retention of paper documents as much as possible. Previously, as part of the Treasurer transition, the outgoing Treasurer would hand over all the supporting, paper, files. This was a very cumbersome process that included boxes upon boxes of paper documents. During FY19-FY20, all Chapter files were sorted and disposed of in accordance with the “Nonprofit Document Retention and Destruction Guidance” mentioned above. All FY13-FY18 transactional supporting documents were digitized and uploaded to the Google Drive.

(3) Starting in FY19, QuickBooks Online is the primary repository for all transactional supporting documents. For every transaction, a .pdf file to support the transaction is uploaded. The Google Drive is used as a backup and also includes all transactional supporting documents starting in FY19 (see Annex A).

b. File Naming Convention: It's important to maintain consistency in the file naming convention for the transactional supporting files uploaded to QuickBooks and the Google Drive. For all transactional supporting files, the following example illustrates the procedure to be followed:

(1) A transaction from the BOA Checking account withdraws \$1,299.95 on September 26, 2019. The description shows that it was a transaction using the Chapter debit card and paid to the Westin Crystal City. The Westin has provided a copy of the invoice and receipt. The invoice and receipt are supporting files for the transaction, so the .pdf file will be named as shown below.

(2) The first 8 digits are the date in the following format – YYYYMMDD. So, September 26, 2019 is shown as “20190926.”

(3) The second part, separated by a “-”, delineates between Payment and Deposit. Since the transaction is a payment, then the file would continue as “20190926 – Payment.”

(4) The third part of the file name, also separated by a “-”, is the aligned account for which the transaction belongs. This transaction paid to the Westin Crystal City is accounted for in the Monthly Luncheon account. So, the full file name is “20190926 – Payment – Monthly Luncheon.”

(5) Other extensions can be added to the end of the file name, as necessary.

## 9. INTERNAL CONTROLS

a. Control Environment: Because the Chapter is made up entirely of volunteers, implementing ideal internal controls may be somewhat impractical. Segregation of Duties, for example, isn't always possible for each and every transaction. For that reason, the Chapter's Control Environment is nested in two areas: supporting documentation at the transactional level and monthly reporting.

(1) Supporting Documentation: The Treasurer must ensure that supporting documentation to explain each and every transaction is obtained and uploaded to QuickBooks Online (primary) and the Google Drive (backup). Supporting documentation includes invoices, receipts, and any other necessary documents (i.e. email traffic or Memorandums of Record, etc.) to explain why a payment was generated, or a deposit was made.

(2) Monthly Reporting: The Chapter Treasurer reports to the Executive Board on a monthly basis showing the budget status and changes to cash position. The “ASMC\_Budget” Report is the document showing the current budget status, and the “ASMC\_Dashboard” Report provides the details of changes in cash position. The BOA statements are the definitive source of verifying the Chapter's cash position, and both the “ASMC\_Budget” and “ASMC\_Dashboard” Reports are reconciled to the BOA cash position.

b. Control Procedures: This document outlines several control procedures, and in its entirety should be considered the foundation of the Chapter's financial internal controls. Specific control procedures for Budget, Storage of Funds, Distribution of Funds, Access to

Accounts, and annual Audit are highlighted below.

(1) Budget: At the beginning of each fiscal year, the Chapter Executive Board approves a budget for each program and the associated General and Administrative expenses. The Treasurer should monitor the status of each budget category and highlight any areas that might run over-budget at the monthly Executive Board meeting. Only the Executive Board can authorize a program to exceed its budget.

(2) Storage of Funds: Previous Chapter Treasurers have established policies and procedures to eliminate cash transactions. Cash is not an authorized form of payment for the monthly luncheons, and, as of 2019, there is no longer a cash bar at the annual Holiday Social. In the event a cash transaction is required for some reason, the Treasurer should establish a chain of custody to document both the hand-over and receipt of any cash. An example of a cash withdraw is shown at file “20181212 – Holiday Social – Cash Withdraw,” and the corresponding receipt of cash is shown at “20181213 – Deposit Cash – Holiday Social.”

(3) Distribution of Funds:

(a) Within each program budget, the Treasurer should receive approval by the appropriate Chapter officer before generating any payments. Additionally, the Treasurer should generate payment only with a valid vendor invoice that has been verified by the appropriate Chapter officer, and should document this dialogue as part of the transactional supporting documents. Once payment is made, the Treasurer will coordinate with the vendor to receive a receipt of payment, which will, also, be part of the transactional supporting documents.

(b) In cases of personal reimbursement, the individual requesting reimbursement must provide receipts. Before generating reimbursement payment, the appropriate program Chapter officer must, also, approve the reimbursement. In cases where the Treasurer must generate a personal reimbursement for him/herself, the Treasurer must prepare a Memorandum for Record and make another Chapter officer aware of the transaction.

(c) It is not necessary to receive any approvals for monthly recurring payments that are applied to the Chapter debit card. These charges should already be accounted for in the annual budget.

(4) Access to Accounts: It’s important to limit access to accounts while balancing redundancy to ensure someone does have access. At paragraph 6 of the Treasurer Transition section above is a suggested primary and secondary listing, by Chapter position, of who should have access to the various Chapter accounts.

(5) Audit: The audit conducted by the hired accounting firm is an integral part of the Chapter’s internal controls. The monthly bank statements for the fiscal year are provided to the auditors to substantiate the cash position, and all supporting documents are available for review by the auditors to validate each transaction.

## **10. FISCAL YEAR END**

- a. The fiscal year ends on 30 JUN of each year. In addition to the normal procedures

undertaken as part of the monthly reconciliation process, there are additional requirements that need to be done to prepare for the annual Audit and preparation of the audited financial statements.

b. If the Chapter Audit Chair has not already reached out to the Treasurer, then the Treasurer should open a dialogue with the Audit Chair to discuss the annual audit. The Audit Chair will correspond directly with the audit firm that will conduct the audit to solicit and negotiate the audit. Once that has been accomplished, the Treasurer will establish a dialogue with the audit firm to provide the needed documents for them to conduct the audit and prepare the financial statements. The actual documents needed may vary by auditor, but generally the following documents will need to be prepared once the fiscal year ends and submitted to the auditor:

(1) Standard Reports from QuickBooks Online:

(a) General Ledger

(b) Journal

(c) Profit and Loss Detail

(d) Profit and Loss (i.e. Statement of Revenue and Expense and Change in Net Assets)

(e) Trial Balance

(f) Balance Sheet

(g) Statement of Cash Flows

(2) Other Reports

(a) The two fiscal year end reports that are submitted to the executive board each month (i.e. ASMC Budget and ASMC Dashboard). The end-of-month June reports are, essentially, year-end reports since June is the last month of the reporting period.

(b) All BOA Checking and Savings account statements for the reporting period.

(c) The auditors will request supporting documents for sample transactions they identify. To alleviate the back and forth, it may be worth consideration to download the entirety of the supporting documents for the reporting period from the Google Drive and provide that to the auditors.

(d) Other documents as needed

**11. MONTHLY RECONCILIATION – PRIORITIES OF WORK:** From my experience, the order by which the monthly reconciliation is done is important. For that reason I recommend the following:

a. Download supporting payment documentation for all recurring bills (e.g. BOA Merchant Services, QuickBooks, etc.).

b. Upload those documents to the appropriate folder on the Google Drive. **(See Annex A for instructions)**

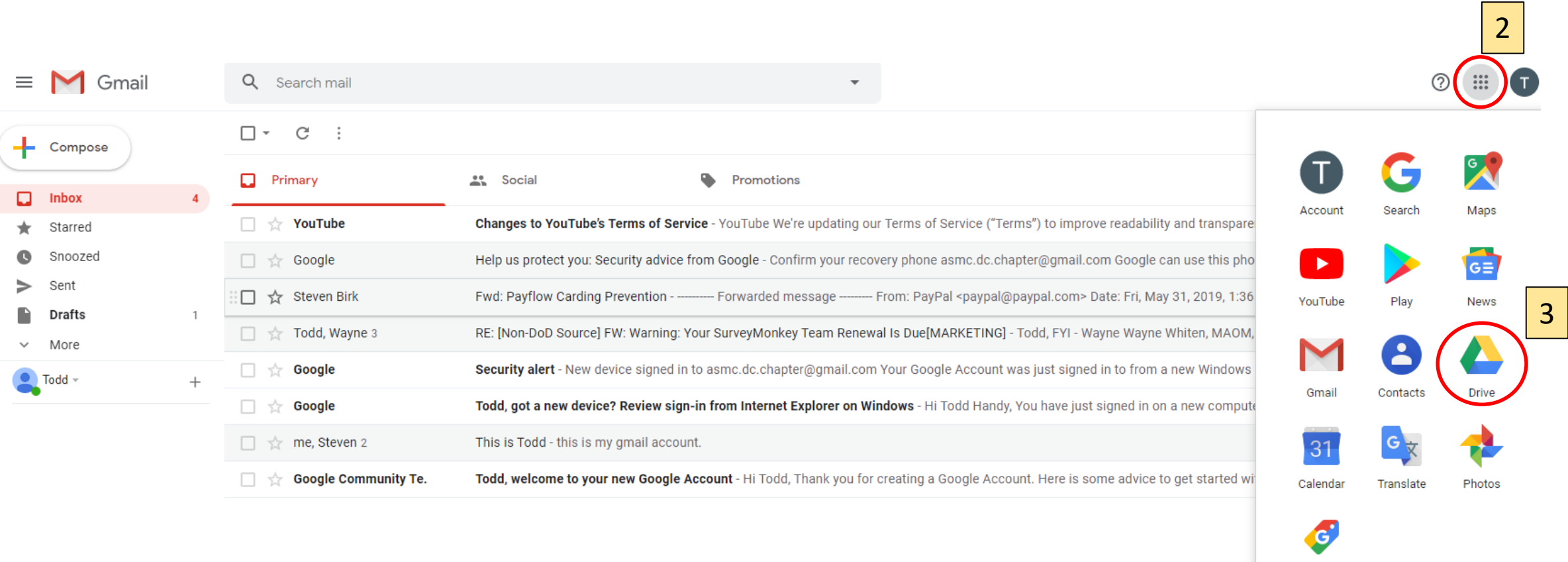
c. Download BOA Checking and Savings transactions and paste to their respective tabs on the ASMC Budget Excel. **(See Annex B for instructions)**

- d. Download PayPal transactions and paste to its respective tab in the ASMC Budget Excel. **(See Annex C for instructions)**
- e. Conduct reconciliation for all BOA Checking and Savings transactions and ensure supporting documents are available for each.
- f. Once all BOA transactions have been reconciled, record all transactions to QuickBooks and upload associated supporting documents to QuickBooks as well. **(See Annex D.1 for instructions)**
- g. Reconcile QuickBooks. **(See Annex D.2 for instructions)**
- h. Download QuickBooks transactions to the associated tab in the ASMC Budget Excel. **(See Annex D.3 for instructions)**
- i. Modify the QuickBooks Report for uploading to the ASMC Budget Excel **(See Annex E.1 for instructions)**
- j. Update the Dashboard in the ASMC Budget Excel. **(See Annex E.2 for instructions)**
- k. Update the budget in the ASMC Budget Excel **(See Annex F.1 for instructions)** and reconcile to the Dashboard. **(See Annex F.2. for instructions)**
- l. Print Reports for the monthly Executive Board.

# Annex A - Google Drive

# Google Drive

- 1. Log on to the Google email account – [asmc.dc.chapter@gmail.com](mailto:asmc.dc.chapter@gmail.com)
- 2. Select Google apps icon
- 3. Select Drive





Google Drive

- 4. Once at the Google Drive, you will see how much total storage is currently used. As part of the free email account, 15GB storage is available. If, at any point, the storage might exceed 15GB, the Chapter would have to pay a monthly fee.
- 5. You will also see folders containing pertinent information. Below are folders that contain all pertinent files relating to their respective title – ‘Audit,’ ‘Other Documents,’ ‘Supporting Financial Documents,’ and ‘Taxes.’ Explore each folder to gain an understanding of how they are organized and what they contain.

Drive

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Backups

Storage

191.5 MB of 15 GB used

UPGRADE STORAGE

My Drive

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FUNCTIONS OF AMERICAN SOCIETY OF MILITARY COMPTROLLERS

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WASHINGTON CHAPTER OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS

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Financial Statements and all o...

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American Society of Military Comptrollers

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BalanceSheet - as of 30 JUN 1...

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ASMC\_Budget-FY20.xlsx

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ASMC\_Budget-FY20.xlsx

You edited in the past month

FY15 Audit - Financial Stateme...

PDF

FY15 Audit - Financial Stateme...

You opened today

Name	Owner	Last modified	File size
Audit	me	Aug 14, 2018 me	—
Other Documents	me	Sep 14, 2018 me	—
Supporting Financial Documents	me	Nov 11, 2019 me	—
Taxes	me	Feb 22, 2019 me	—
Getting started	me	Jul 31, 2018 me	1 MB

Google Drive

- 6. The sub-folders under ‘Supporting Financial Documents’ contain other folders for each fiscal year. Starting in FY19, there are additional sub-folders for each month of the fiscal year.
- 7. Within each month, additional sub-folders are ‘Deposits,’ ‘Payments,’ and ‘Reports.’
- 8. The financial supporting documents for each transaction are uploaded to their respective folder – Deposits (i.e Revenue) or Payments (i.e. Expenses). The Reports folder contains the two Reports submitted to the Executive Board for that month.
- 9. Uploading new files is as simple as dragging the file to the destination folder.

My Drive > Supporting Financial Documents > FY19 - 01 July 2018 thru 30 June 2019 ▾

Name	↑
01 - July 2018	
02 - August 2018	6
03 - September 2018	
04 - October 2018	
05 - November 2018	
06 - December 2018	
07 - January 2019	

My Drive > Supporting Financial Documents > FY19 - 01 July 2018 thru 30 June 2019 > 06 - December 2018 ▾

me	↑	Owner
Deposits	7	me
Payments		me
Reports		me

My Drive > ... > 06 - December 2018 > Payments ▾

Name	↑
20181203 - Payment - BOA Merchant Services.pdf	
20181204 - Payment - PayPal Fees.pdf	8
20181207 - Payment - VerticalResponse.pdf	
20181210 - Payment - Sponsored Training Events.pdf	

# Annex B - Bank of America (BOA)

B.1 Download BOA Monthly Statement

B.2 Update ASMC Budget Excel with latest BOA transactions

B.1 Download BOA Monthly Statement

- 1. Log on to BOA
- 2. Select 'Business Advantage Chk – 5872' to enter the checking account ('Business Advantage Sav – 1550' for savings)
- 3. Under the Activity tab, select Download
- 4. Select 'Custom Date Range' and enter the beginning and ending dates for the reporting period
- 5. Select 'Microsoft Excel Format' as the File Type
- 6. Select Download Transactions

Activity

Statements & Documents

Information & Services

3

All Transactions

View Spending & Budgeting

Enter keyword, amount or mm/dd/yyyy

More options

3

Newest | Next | Previous | Oldest

Show deals: On

Download

Print this view

Date

Transaction period

Custom date range

File type

Download transactions

NOTE:  
1. Use Web Connect downloads to avoid downloading duplicate transactions.  
2. Support for Quicken 2016 is no longer available, please upgrade to Quicken 2017 or above.  
3. You can download up to 3,000 transactions at a time.

Available Balance

09/27/2019	143,159.42
09/26/2019	143,124.42
09/26/2019	143,299.41
09/26/2019	144,599.36

19

B.2 Update ASMC Budget Excel with latest BOA transactions

- 1. The BOA downloaded transactions need to be transferred to the ‘BOA Checking’ tab within the ASMC Budget Excel.
- 2. The header information of the BOA download along with the beginning balance row can be discarded (if the download is the first of the new reporting period – July – then the beginning balance row will need to be retained).
- 3. In the example to the below, Row 9 is the first transaction for the September 2019 reporting period. Starting there, from columns A to D all transactions need to be copied to the ASMC Budget Excel.

	A	B	C	D
1	Description		Summary Amt.	
2	Beginning balance as of 09/01/2019		145615.87	
3	Total credits		679.22	
4	Total debits		-3135.67	
5	Ending balance as of 09/30/2019		143159.42	
6				
7	Date	Description	Amount	Running Bal.
8	9/1/2019	Beginning balance as of 09/01/2019		145615.87
9	9/3/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	145665.87
10	9/3/2019	BOFA MERCH SVCS DES:FEE ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	-67.92	145597.95
11	9/4/2019	PAYFLOW/PAYPAL 09/03 PURCHASE 888-883-9770 NE DEBIT CARD *3983	-59.95	145538
12	9/5/2019	AMERICAN EXPRESS DES:SETTLEMENT ID:4450339890 INDN:AMRCN SCTY O4450339890 CO ID:1134992250 CCD	83	145621
13	9/5/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	15	145636
14	9/9/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	145686
15	9/9/2019	Bus Adv Rel Rwd-BofA Merchant Svs Cash Reward	0.92	145686.92
16	9/9/2019	VERTICALRESPONSE DELUXE 09/06 PURCHASE 866-683-7842 CA DEBIT CARD *8964	-55	145631.92
17	9/9/2019	Check 2231	-1370.57	144261.35
18	9/10/2019	Check 2232	-41.34	144220.01
19	9/11/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	15	144235.01
20	9/12/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	30	144265.01
21	9/13/2019	DUPLICATE PURCHASE 077-075-0760 FL DEBIT CARD *3000	11.05	144276.06

B.2 Update ASMC Budget Excel with latest BOA transactions

- 4. Paste the new transactions to the next row on the ‘BOA Checking’ tab (example below).
- 5. Within the ‘BOA Checking’ tab, additional columns (E-H) have been added to facilitate the monthly reconciliation process.
  - a. Column E – A Yes/No field to keep track of transactions as they are uploaded to QuickBooks
  - b. Column F – A Yes/No field to keep track of supporting documentation uploaded to the Google Drive
  - c. Column G- The type of transaction defined as either Payment, Deposit, or PayPal. This facilitates sorting information when conducting the reconciliation.
  - d. Column H – The Batch field is for PayPal transaction only and helps to reconcile the BOA transactions to the PayPal transactions (see PayPal section)

	A	B	C	D	E	F	G	H
1	Date	Description	Amount	Running Bal	Logged to QB	Supporting Document Uploaded	Type	Batch
56	8/26/2019	BKOFAMERICA ATM 08/24 #000007559 DEPOSIT PENTAGON ARLINGTON VA CKCD 4635780004783983	\$ 2,110.00	\$145,580.87	Yes	Yes	Deposit	
57	8/30/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ 35.00	\$145,615.87	Yes	Yes	PayPal	4993
58	9/3/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	145665.87				
59	9/3/2019	BOFA MERCH SVCS DES:FEE ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	-67.92	145597.95				
60	9/4/2019	PAYFLOW/PAYPAL 09/03 PURCHASE 888-883-9770 NE DEBIT CARD *3983	-59.95	145538				
61	9/5/2019	AMERICAN EXPRESS DES:SETTLEMENT ID:4450339890 INDN:AMRCN SCTY O4450339890 CO ID:1134992250 CCD	83	145621				
62	9/5/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	15	145636				
63	9/9/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	145686				
64	9/9/2019	Bus Adv Rel Rwd-BoFA Merchant Svs Cash Reward	0.92	145686.92				
65	9/9/2019	VERTICALRESPONSE DELUXE 09/06 PURCHASE 866-683-7842 CA DEBIT CARD *8964	-55	145631.92				
66	9/9/2019	Check 2231	-1370.57	144261.35				
67	9/10/2019	Check 2232	-41.34	144220.01				
68	9/11/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	15	144235.01				
69	9/12/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	30	144265.01				
70	9/12/2019	DLX*APLUS DLX FOR BUS 09/11 PURCHASE 877-275-8763 FL DEBIT CARD *3983	-44.95	144220.06				
71	9/13/2019	AMERICAN EXPRESS DES:SETTLEMENT ID:4450339890 INDN:AMRCN SCTY O4450339890 CO ID:1134992250 CCD	68.35	144288.41				
72	9/13/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	144338.41				
73	9/16/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	50	144388.41				

# Annex C – PayPal

C.1 Download PayPal transactions

C.2 Update ASMC Budget Excel with latest PayPal transactions



C.1 Download PayPal transactions

1. Log on to PayPal Manager.
2. Select 'Reports' tab
3. Select 'Templates & Schedules'
4. Under Template Name, check the 'Monthly' box and then select 'Edit' on the same line
5. In the Date Range, specify the 'From' and 'To' dates for the Report. Typically, this will be the first and last day for the month being reconciled.
6. Scroll down on the same page to check the 'Download Report' box, and, then, select '5. CSV' from the Format drop down menu. Select 'Run Report'

Custom Report

Custom report is a specialized report of your customer transactions for a time period that you specify.

\* Required Field

Report Options

Save Template As:

(Required only when saving a template. Only alphanumeric characters are allowed)

Date Range:

5

From:

To:

Time Zone:

PayPal | Manager

Home | Account Administration | Service Settings | Search Transactions | Virtual Terminal | Reports | 2

Standard | Custom Report | Templates & Schedules | Retrieve Reports

Reports

Use this page to generate various types of reports that you can use to track your transaction activities.

Standard

- Daily Activity
- Transaction Summary
- Settlement
- Shipping & Billing
- Batch ID

Custom Report

- Custom Report

Templates & Schedules

- Templates & Schedules

3

PayPal | Manager

Home | Account Administration | Service Settings | Search Transactions | Virtual Terminal | Reports | PayPal.com

Standard | Custom Report | Templates & Schedules | Retrieve Reports

Manage Templates and Schedules

Use this page to view and modify report templates, and schedules associated to the templates.

Templates created: You have created 3 of 6 report templates.  
Schedules created: You have created 3 of 3 report schedules.

Delete Template

Template Name	Report Type	Template Creation Date	Template Actions	Schedule Actions
<input type="checkbox"/> One	CustomReport	Wednesday, 03/23/2011	<a href="#">Edit</a>	<a href="#">Manage Schedules</a>
<input checked="" type="checkbox"/> Monthly	CustomReport	Saturday, 03/28/2015	<a href="#">Edit</a>	<a href="#">Manage Schedules</a>
<input type="checkbox"/> 3636	CustomReport	Friday, 08/12/2016	<a href="#">Edit</a>	<a href="#">Manage Schedules</a>

Delete Template

Show All Schedules

4

Download Report: ☒ Format: 5. CSV

6

Reset

Save Template

Run Report

C.2 Update ASMC Budget Excel with latest PayPal transactions

- 1. The exported CSV spreadsheet will show all PayPal transactions during the reporting period specified.
- 2. Copy all transactions as shown in the example below.

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	#	Transaction ID	Currency Symbol	Amount	Batch ID	Original T	Settled Date	Tender Type	Type	Comment1	Comment2
5	1	AM3O1ECF014E	USD	15	4998		Sep 3 2019 6:00:01 PM	American Express	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
6	2	AE3O1ECFA098	USD	35	4998		Sep 3 2019 6:00:01 PM	American Express	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
7	3	AN3O1ECFE2EE	USD	35	4998		Sep 3 2019 6:00:01 PM	American Express	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
8	4	AC0O1ED17152	USD	15	4999		Sep 4 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
9	5	AY0O1EE0D38A	USD	25	5003		Sep 8 2019 6:00:01 PM	Visa	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
10	6	AJ0O1EE210F1	USD	25	5003		Sep 8 2019 6:00:01 PM	Visa	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
11	7	AM0O1EEBF16F	USD	15	5005		Sep 10 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
12	8	AN3O1EEF1481	USD	70	5006		Sep 11 2019 6:00:01 PM	American Express	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
13	9	AY0O1EEEEEAD5	USD	30	5006		Sep 11 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
14	10	AC0O1EF28205	USD	15	5007		Sep 12 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
15	11	AM0O1EF46BF8	USD	35	5007		Sep 12 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
16	12	AY0O1EF770E5	USD	15	5008		Sep 13 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
17	13	AC0O1EF8DC2A	USD	35	5008		Sep 13 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
18	14	AF0O1F069BDE	USD	15	5011		Sep 16 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
19	15	AY3O1F0C960A	USD	35	5012		Sep 17 2019 6:00:01 PM	American Express	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
20	16	AN0O1F101610	USD	15	5013		Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
21	17	AC0O1F0F6FED	USD	15	5013		Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	

C.2 Update ASMC Budget Excel with latest PayPal transactions

- 3. Paste the copied transactions to the 'PayPal Data' tab on the ASMC Budget Excel starting at Column G (shown as # below) of the next empty row following the previous months' transactions (Row 77 below).
- 4. Columns B thru F will automatically populate with data (shown as the headers 'Date' thru 'Gross' below).
  - a. American Express transactions incur a fee so the amount that is deposited to the BOA checking account will always be less than the transaction amount shown in PayPal (fee is about 2.4%).
  - b. The 'Amt' dollar amount is what is actually deposited to the BOA checking account, within one or two cents.

Bank	Date	Amt	Cal Amt	MS or Amex	Gross	#	Transaction ID	Currency Sym	Amount	Batch ID	Original Transaction	Settled Date	Tender Type	Type	Comment 1	Comment
73	8/8/2019	Aug 7 2019	260.00	260	Merchant Service	260.00	32	AP10FDFDA886	USD	260	4971	Aug 7 2019 6:00:01 PM	MasterCard	Sale	Definitive Logic 1 hole 250 4 Fee 10	
74	8/9/2019	Aug 7 2019	(390.60)	390.6	American Express	(400.00)	33	AP30FDFE441A	USD	400	4971	Aug 7 2019 6:00:01 PM	American Expre	Credit	ASMC / AGA 2019 Annual Golf Tournament	
75	8/30/2019	Aug 29 2019	35.00	35	Merchant Service	35.00	34	AC001EBD17B0	USD	35	4993	Aug 29 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
76	9/3/2019	Aug 31 2019	50.00	50	Merchant Service	50.00	35	AM001EC74A62	USD	50	4995	Aug 31 2019 6:00:01 PM	Visa	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
77		Sep 3 2019	14.64	14.6475	American Express	15.00	1	AM301ECF014E	USD	15	4998	Sep 3 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
78		Sep 3 2019	34.17	34.1775	American Express	35.00	2	AE301ECFA098	USD	35	4998	Sep 3 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
79		Sep 3 2019	34.17	34.1775	American Express	35.00	3	AN301ECFE2EE	USD	35	4998	Sep 3 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
80		Sep 4 2019	15.00	15	Merchant Service	15.00	4	AC001ED17152	USD	15	4999	Sep 4 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
81		Sep 8 2019	25.00	25	Merchant Service	25.00	5	AY001EE0D38A	USD	25	5003	Sep 8 2019 6:00:01 PM	Visa	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
82		Sep 8 2019	25.00	25	Merchant Service	25.00	6	AJ001EE210F1	USD	25	5003	Sep 8 2019 6:00:01 PM	Visa	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
83		Sep 10 2019	15.00	15	Merchant Service	15.00	7	AM001EEBF16F	USD	15	5005	Sep 10 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
84		Sep 11 2019	68.35	68.355	American Express	70.00	8	AN301EEF1481	USD	70	5006	Sep 11 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
85		Sep 11 2019	30.00	30	Merchant Service	30.00	9	AY001EEEEAD5	USD	30	5006	Sep 11 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
86		Sep 12 2019	15.00	15	Merchant Service	15.00	10	AC001EF28205	USD	15	5007	Sep 12 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
87		Sep 12 2019	35.00	35	Merchant Service	35.00	11	AM001EF46BF8	USD	35	5007	Sep 12 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
88		Sep 13 2019	15.00	15	Merchant Service	15.00	12	AY001EF770E5	USD	15	5008	Sep 13 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
89		Sep 13 2019	35.00	35	Merchant Service	35.00	13	AC001EF8DC2A	USD	35	5008	Sep 13 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
90		Sep 16 2019	15.00	15	Merchant Service	15.00	14	AF001F069BDE	USD	15	5011	Sep 16 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
91		Sep 17 2019	34.17	34.1775	American Express	35.00	15	AY301F0C960A	USD	35	5012	Sep 17 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
92		Sep 18 2019	15.00	15	Merchant Service	15.00	16	AN001F101610	USD	15	5013	Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
93		Sep 18 2019	15.00	15	Merchant Service	15.00	17	AC001F0F6FFD	USD	15	5013	Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
94		Sep 18 2019	15.00	15	Merchant Service	15.00	18	AE001F118A8A	USD	15	5013	Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
95		Sep 18 2019	15.00	15	Merchant Service	15.00	19	AJ001F120EFF	USD	15	5013	Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
96		Sep 18 2019	34.17	34.1775	American Express	35.00	20	AE301F130103	USD	35	5013	Sep 18 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
97		Sep 18 2019	15.00	15	Merchant Service	15.00	21	AE001F134A4A	USD	15	5013	Sep 18 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
98		Sep 19 2019	15.00	15	Merchant Service	15.00	22	AF101F14B033	USD	15	5014	Sep 19 2019 6:00:01 PM	MasterCard	Sale	ASMC Washington Chapter Meeting (Thursday September 19 2019)	
99		Sep 23 2019	24.41	24.4125	American Express	25.00	23	AC301F22E7C5	USD	25	5018	Sep 23 2019 6:00:01 PM	American Expre	Sale	2019 ASMC Washington Chapter Annual Holiday Social	
100		Sep 24 2019	34.17	34.1775	American Express	35.00	24	AF301F2C3430	USD	35	5019	Sep 24 2019 6:00:01 PM	American Expre	Sale	ASMC Washington Chapter Meeting (Thursday October 17 2019)	
101		Sep 26 2019	35.00	35	Merchant Service	35.00	25	AY001F33F9EC	USD	35	5021	Sep 26 2019 6:00:01 PM	Visa	Sale	ASMC Washington Chapter Meeting (Thursday October 17 2019)	

C.2 Update ASMC Budget Excel with latest PayPal transactions

5. The reconciliation of PayPal transactions to the BOA checking account is not a straight forward process. Each individual PayPal transaction is not necessarily shown in the BOA deposits. Rather they are batched so that multiple PayPal transactions are rolled up to the BOA deposits. The PayPal transaction in BOA are shown one of two ways.
- a. “BOFA MERCH SCVS DES: DEPOSIT...” shows the amount deposited for all non-American Express credit card PayPal transactions. A negative amount could also be reflected in BOA checking to signify credits. Also, if “FEE” is listed in lieu of “DEPOSIT” then that is the monthly BOA Merchant Services Charge, which is separate from PayPal transactions.
  - b. “AMERICAN EXPRESS DES: SETTLEMENT (or COLLECTION)...” shows the amounts deposited, or credited, from all American Express PayPal Transactions. Again, the actual amount deposited will vary by one or two cents of the amount shown in the ‘PayPal Data’ tab.
  - c. Example of American Express deposit. The extract from the ‘PayPal Data’ tab below shows three American Express transactions, dated 03 SEP 19, from rows 77-79 (14.64 + 34.17 + 34.17 = 82.98). That transaction is shown on the BOA deposit as \$83.00 on 05 SEP 19. In the Bank Date column of the ‘Pay Pal Data’ tab record the date the transaction was recorded by BOA, in this case 05 SEP 19.

	Bank Dat	Date	Amt	Cal Amt	MS or Amex	Gross
73	8/8/2019	Aug 7 2019	260.00	260	Merchant Service	260.00
74	8/9/2019	Aug 7 2019	(390.60)	390.6	American Expres	(400.00)
75	8/30/2019	Aug 29 2019	35.00	35	Merchant Service	35.00
76	9/3/2019	Aug 31 2019	50.00	50	Merchant Service	50.00
77		Sep 3 2019	14.64	14.6475	American Expres	15.00
78		Sep 3 2019	34.17	34.1775	American Expres	35.00
79		Sep 3 2019	34.17	34.1775	American Expres	35.00
80		Sep 4 2019	15.00	15	Merchant Service	15.00
81		Sep 8 2019	25.00	25	Merchant Service	25.00

	A	B	C	D	E	F	G	H
1	Date	Description	Amount	Running Bal	Logged to Q	Supporting Document Uploaded	Type	Batch
58	9/3/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ 50.00	\$145,665.87				
59	9/3/2019	BOFA MERCH SVCS DES:FEE ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ (67.92)	\$145,597.95				
60	9/4/2019	PAYFLOW/PAYPAL 09/03 PURCHASE 888-883-9770 NE DEBIT CARD *3983	\$ (59.95)	\$145,538.00				
61	9/5/2019	AMERICAN EXPRESS DES:SETTLEMENT ID:4450339890 INDN:AMRCN SCTY O4450339890 CO ID:1134992250 CCD	\$ 83.00	\$145,621.00				
62	9/5/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ 15.00	\$145,636.00				



C.2 Update ASMC Budget Excel with latest PayPal transactions

- 6. Once all PayPal transactions have been reconciled to the BOA Checking transactions, make sure to, also, populate the Bank Date column of the ‘PayPal Data’ tab with the actual date the transaction was recorded by BOA.
- 7. Go to the ‘PayPal Pivot’ tab in the ASMC Budget Excel. Refresh the data on the pivot table so it will pull in the updates from the ‘PayPal Data’ tab.
- 8. Using the sorting function in the pivot table, select all dates for the reporting period (i.e. SEP) from the ‘Bank Date’ heading.
- 9. It’s also helpful to sort by ‘MS or Amex’ to delineate between American Express transactions and other Credit Cards.
- 10. This pivot table view of the PayPal transactions is the supporting document to be used for the associated BOA transactions. Therefore, save this file as a .pdf and upload to QuickBooks and the Google Drive as required.

	A	B	C	D	E	F	G	H
1								
2	1-30 SEPTEMBER 2019	Pay Pal Credit Card Transactions		Note: American Express transactions may vary by one to two cents of what actually is recorded in the BOA checking account				
3								
4								
5								
6	Sum of Amt	14		15				
7	Bank Date	Batch ID	Transaction ID	MS or Amex	Comment 1	2019 ASMC	ASMC Washington	
8	9/3/2019	4995	AM001EC74A62	Merchant Services	ASMC Washington Chapter Meeting	Washington Chapter	Chapter Meeting	Grand Total
9	9/3/2019 Total					\$50.00		\$50.00
10	9/5/2019	4998	AM301ECF014E	American Express		\$14.64		\$14.64
11			AE301ECFA098	American Express		\$34.17		\$34.17
12			AN301ECFE2EE	American Express		\$34.17		\$34.17
13		4999	AC001ED17152	Merchant Services		\$15.00		\$15.00
14	9/5/2019 Total					\$97.98		\$97.98
15	9/9/2019	5003	AY001EE0D38A	Merchant Services		\$25.00		\$25.00
16			AJ001EE210F1	Merchant Services		\$25.00		\$25.00
17	9/9/2019 Total					\$50.00		\$50.00
18	9/11/2019	5005	AM001EEBF16F	Merchant Services		\$15.00		\$15.00
19	9/11/2019 Total					\$15.00		\$15.00
20	9/12/2019	5006	AY001EEEEAD5	Merchant Services		\$30.00		\$30.00
21	9/12/2019 Total					\$30.00		\$30.00
22	9/13/2019	5006	AN301EEF1481	American Express		\$68.35		\$68.35
23		5007	AC001EF28205	Merchant Services		\$15.00		\$15.00
24			AM001EF46BF8	Merchant Services		\$35.00		\$35.00
25	9/13/2019 Total					\$118.35		\$118.35
26	9/16/2019	5008	AY001EF770E5	Merchant Services		\$15.00		\$15.00
27			AC001EF8DC2A	Merchant Services		\$35.00		\$35.00
28	9/16/2019 Total					\$50.00		\$50.00
29	9/17/2019	5011	AF001F069BDE	Merchant Services		\$15.00		\$15.00
30	9/17/2019 Total					\$15.00		\$15.00
31	9/19/2019	5012	AY301F0C960A	American Express		\$34.17		\$34.17
32		5013	AN001F101610	Merchant Services		\$15.00		\$15.00
33			AC001EF06FEF	Merchant Services		\$15.00		\$15.00


# Annex D - QuickBooks Online

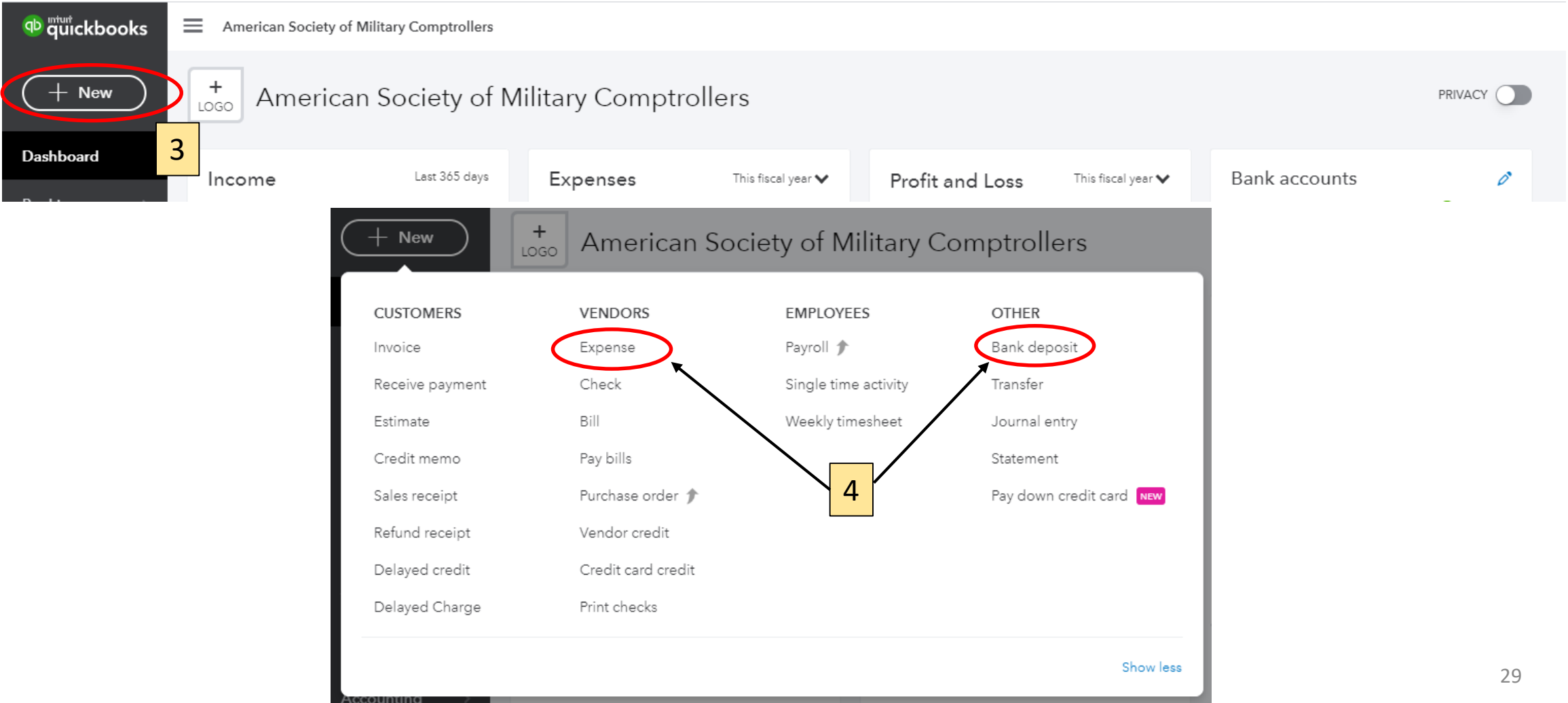
D.1 Recording transactions to QuickBooks

D.2 Reconcile QuickBooks

D.3 Producing Reports from QuickBooks

D.1 Recording transactions to QuickBooks

- 1. Log on to QuickBooks Online
- 2. There are just two types of transactions that are used in QuickBooks – Expenses and Bank Deposits.
- 3. At the opening dashboard in QuickBooks, select the  symbol in the upper left-hand corner.
- 4. Then select either 'Expense' or 'Bank Deposit.'





D.1 Recording transactions to QuickBooks

5. To record an expense,

- a. Input the Payee. Generally, most payees are already loaded and should auto-populate by typing the first few letters. If a it is a new Payee not already on file, then add as needed.
- b. Ensure BOA Checking or BOA Savings is correctly selected for where the transaction is to be recorded.
- c. Put the same date as that shown recorded by BOA.
- d. Input the Category, which is the Account Name the transaction will be aligned against. This field, too, will generally auto-populate when typing the first few letters. If a new account is being created, then add as needed.
- e. In the description, provide whatever free text is required to explain what the transaction is. You can look through the ‘QB Transaction’ tab of the ASMC Budget Excel for previous descriptions.
- f. Input the transaction amount.
- g. Drag the supporting file to attach it to the transaction.

Expense

5b

5a

5c

5e

5d

5g

Payee

Who did you pay?

Payment account

Bank of America - Checking

Balance \$144,540.77

Payment date

09/23/2019

Payment method

What did you pay with?

5f

Ref no.

AMOUNT

\$0.00

Note: if the expense is a check written from the BOA checking account, input the Check # in the Ref no. field

#	CATEGORY	DESCRIPTION	AMOUNT
1	What tax category fits?	What did you pay for?	
2			

Add lines Clear all lines

Memo

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Privacy

Total

\$0.00

Cancel

Make recurring

Save

Save and close

30

D.1 Recording transactions to QuickBooks

6. To record a Bank Deposit,

- a. Ensure BOA Checking or BOA Savings is correctly selected for where the transaction is to be recorded.
- b. Put the same date as that shown recorded by BOA.
- c. Input where the Deposit came from in the Received From field. This field will generally auto-populate when typing the first few letters. If a new deposit entity is being created, then add as needed.
- d. Input the Account in which the transaction is to be aligned against. This field, too, will generally auto-populate when typing the first few letters. If a new Account is being created, then add as needed.
- e. In the description, provide whatever free text is required to explain what the transaction is. You can look through the 'QB Transaction' tab of the ASMC Budget Excel for previous descriptions.
- f. Select the Payment Method from the drop-down options.
- g. Use Ref No. only for PayPal Transactions. Input the Batch # for the transaction here, and also in the Memo field.
- h. Input the amount.
- i. Drag the supporting file to attach it to the transaction.

The screenshot shows the 'Bank Deposit' form in QuickBooks. The form is titled 'Bank Deposit' and has a 'Help' button in the top right corner. The 'Account' field is set to 'Bank of America - Checking' and the 'Date' is '09/23/2019'. The 'AMOUNT' field is '\$0.00'. Below the header, there is a section 'Add funds to this deposit' with a table. The table has columns: '#', 'RECEIVED FROM', 'ACCOUNT', 'DESCRIPTION', 'PAYMENT METHOD', 'REF NO.', and 'AMOUNT'. There are two rows in the table, both with empty fields. Below the table, there are buttons 'Add lines' and 'Clear all lines'. There is a 'Memo' field with a text area. Below the memo field, there is an 'Attachments' section with a text area and a 'Show existing' link. At the bottom, there are buttons 'Cancel', 'Print', 'Make recurring', and 'Save and new'. Callouts 6a through 6i are placed on the form: 6a points to the 'Bank Deposit' title, 6b points to the 'Date' field, 6c points to the 'RECEIVED FROM' column header, 6d points to the 'Add funds to this deposit' section, 6e points to the 'DESCRIPTION' column header, 6f points to the 'PAYMENT METHOD' column header, 6g points to the 'REF NO.' column header, 6h points to the 'AMOUNT' column header, and 6i points to the 'Attachments' section.

D.2 Reconcile QuickBooks

- 1. Go to the 'Accounting' tab on the left side of the QBs menu and select 'Chart of Accounts' (not depicted below).
- 2. BOA Checking and Savings are reconciled separately. Select 'View Register' for the account to be reconciled.
- 3. The Register will display all transactions for the account selected. Select 'Reconcile.'

qb

intuit quickbooks

+ New

Dashboard

Banking

Expenses

Sales

Workers

Reports

Taxes

Mileage

Accounting

My Accountant

Apps

American Society of Military Comptrollers

Chart of Accounts

Reconcile

Chart of Accounts

Run Report

New

You're using 14 of 250 accounts included in your plan. Find out how to manage your usage or upgrade to Advanced

Need help with your chart of accounts?

Connect with an accountant.

Invite yours.

Find one

Filter by name

All

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Bank of America - Checking	Bank	Checking	144,530.75		View register
Bank of America - Savings	Bank	Savings	217,328.04		View register

Bank Register

Bank of America - Checking

Bank Balance \$0.00

ENDING BALANCE \$144,530.75

Reconcile

Reconciled through 10/31/2019

Go to: 1 of 15 < First Previous 1-150 of 2187 Next

All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT			BALANCE
								32

D.2 Reconcile QuickBooks

- 4. Input the ending balance for the month (balance shown for the last transaction of the BOA download) and the ending date for the reporting period. (Note: amounts will not match in this illustrative example – Annex B BOA download was through 30 SEP 19 while below is through 31 DEC 19).
- 5. Select ‘Start reconciling.’



Reconcile an account

Open your statement and let's get started.

We know it takes time to get used to new stuff

Watch Stuart, our reconciliation guy, walk through the new supercharged reconciliation. Soon you'll be doing it better than Stuart. [Watch Stuart's video.](#)

Which account do you want to reconcile?

Account

Bank of America - Checking

Add the following information

Last statement ending date 11/30/2019

4

Beginning balance	Ending balance *	Ending date *
144,530.75	204,292.01	12/31/2019

Start reconciling

5

D.2 Reconcile QuickBooks

- 6. Compare the QB transactions – line by line – to the transactions from your BOA Checking tab on the ASMC Budget Excel for the reporting period.
- 7. Check off each matching transaction -
- 8. If there are discrepancies, you will need to fix in QBs to make sure it matches with the BOA statement for the reporting period. Once all matches have been checked - - the difference is \$0.00 click 'Finish Now'
- 9. Conduct the same reconciliation for the BOA Savings account.

New

Dashboard

Banking

Expenses

Sales

Workers

Reports

Taxes

Mileage

Accounting

American Society of Military Comptrollers

Chart of accounts > Bank register > Reconcile

Reconcile Bank of America - Checking

Statement ending date: December 31, 2019

\$204,292.01

STATEMENT ENDING BALANCE

\$204,292.01

CLEARED BALANCE

\$144,530.75

BEGINNING BALANCE

\$20,219.70

12 PAYMENTS

\$79,980.96

42 DEPOSITS

8

Finish now

\$0.00

DIFFERENCE

Payments

Deposits

All

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (USD)	DEPOSIT (USD)	
12/02/2019		Deposit		Holiday Social - ...	Bank of American Merchant ...	Batch #5087		75.00	
12/02/2019		Expense		Merchant Fees	Bank of American Merchant ...		93.53		
12/03/2019		Deposit		- Split -	Bank of American Merchant ...	Batch #5088		165.00	
12/03/2019		Deposit		- Split -	Bank of American Merchant ...	Batch #5087		63.47	

6

	A	B	C	D	E	F	G	H
	Date	Description	Amount	Running Bal.	Logged to QB	Supporting Document Uploaded	Type	Batch
159	12/2/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ 75.00	\$ 144,605.75	Yes		PayPal	5087
160	12/2/2019	BOFA MERCH SVCS DES:FEE ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ (93.53)	\$ 144,512.22	Yes	Yes	Payment	
161	12/3/2019	BOFA MERCH SVCS DES:DEPOSIT ID:430133600323841 INDN:ASMC WASHINGTON CHAPTE CO ID:941687665B CCD	\$ 165.00	\$ 144,677.22	Yes		PayPal	5088
162	12/3/2019	AMERICAN EXPRESS DES:SETTLEMENT ID:4450339890 INDN:AMRCN SCTY O4450339890 CO ID:1134992250 CCD	\$ 63.47	\$ 144,740.69	Yes		PayPal	5087

D.3 Producing Reports from QuickBooks

- 1. Go to the Reports tab on the left side of the QBs menu.
- 2. Select Custom Reports
- 3. Select Profit and Loss Detail

1

Reports

Dashboard

Banking

Expenses

Sales

Workers

Taxes

Mileage

Accounting

My Accountant

Apps

Live Bookkeeping

Turn On Payroll

intuit quickbooks

American Society of Military Comptrollers

+

Q

⚙

Reports

Just the insurance you need

Connecting you to agents who or

2

for what you need, because that's just good business.

QuickBooks Insurance | Get a free quote

Standard

Custom reports

Management reports

Find report by name

NAME	CREATED	DATE RANGE	EMAIL	ACTION
Profit and Loss Detail	Todd Handy	This Fiscal Year-to-date	Unscheduled	Edit

First

Previous

1 - 1

D.3 Producing Reports from QuickBooks

- 4. Input the beginning and ending period of the Report
- 5. Select Run Report
- 6. Once the Report is displayed, download the report as an Excel document.

### Profit and Loss Detail Report

[Back to report list](#)

Report period

Custom

09/01/2019

to

09/30/2019





Accounting method

☒ Cash ☐ Accrual

Run report

Sort Add notes

6



American Society of Military Comptrollers



# Annex E - Update Dashboard in ASMC Budget Excel

E.1 Modifying QBs Online Custom Report

E.2 Dashboard Update from QB Transactions

E.1 Modifying QBs Online Custom Report

1. Highlight Column A of the downloaded QuickBooks report from Annex D.3.
2. From Excel Menu, Select ‘Find and Replace’
  - a. In ‘Find What’, place the cursor and hit the space bar three times
  - b. In ‘Replace With’, place the cursor and do nothing else
  - c. Select Replace All
  - d. The will left justify all entries in Column A
3. Because the QBs Report is similar to a Pivot Table View, the row with each individual transaction does not show the Chapter Account to which it is aligned. Therefore, copy the Chapter Account listed in Column A to the transactions in the rows below it.
  - a. In this example, “Holiday Social – 2019 Income” is the Chapter Account at Cell A8
  - b. Copy the contents of Cell A8 to the associated individual transactions below it; in this example it would be Cells A9 to A11
  - c. Repeat this for all entries in Column A so that all transactions have the Chapter Account listed there

	A	B	C	D	E
1	1	American Society of Military Comptrollers			
2		Profit and Loss Detail			
3		September 2019			
4					
5		Date	Transaction Type	Num	Memo/Description
6	Ordinary Income/Expenses				
7	Income				
8	Holiday Social - 2019 Income				
9		09/03/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social
10		09/09/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social
11		09/25/2019	Deposit		AMEX Pay Pal Transaction - 2019 Holiday Social
12	Total for Holiday Social - 2019 Income				
13	Monthly Luncheon - Income				
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24		09/20/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
25		09/20/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

2a-2c

Find and Replace

Find what: |

Replace with: |

Replace All

Replace

Find All

Find Next

Close

Options >>

	A	B	C	D	E
1	2d-3c	American Society of Military Comptrollers			
2		Profit and Loss Detail			
3		September 2019			
4					
5		Date	Transaction Type	Num	Memo/Description
6	Ordinary Income/Expenses				
7	Income				
8	Holiday Social - 2019 Income				
9	Holiday Social - 2019 Income	09/03/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social
10	Holiday Social - 2019 Income	09/09/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social
11	Holiday Social - 2019 Income	09/25/2019	Deposit		AMEX Pay Pal Transaction - 2019 Holiday Social
12	Total for Holiday Social - 2019 Income				
13	Monthly Luncheon - Income				
14	Monthly Luncheon - Income	09/05/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19
15	Monthly Luncheon - Income	09/05/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
16	Monthly Luncheon - Income	09/11/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
17	Monthly Luncheon - Income	09/12/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
18	Monthly Luncheon - Income	09/13/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
19	Monthly Luncheon - Income	09/13/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19
20	Monthly Luncheon - Income	09/16/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
21	Monthly Luncheon - Income	09/17/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
22	Monthly Luncheon - Income	09/19/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19
23	Monthly Luncheon - Income	09/19/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
24	Monthly Luncheon - Income	09/20/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19
25	Monthly Luncheon - Income	09/20/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

E.1 Modifying QBs Online Custom Report

- 4. Apply a Filter to Row 5
  - a. Select the Date filter and select only 'Blanks'
  - b. This will show all rows that do not reflect an actual transaction
  - c. Delete all rows with a 'Blank' in the date
  - d. Go back to the Date filter and select all
  - e. This will show all the individual transactions for the reporting period
- 5. Delete Column G, the "Balance" – it is not needed for the transfer to the Dashboard data set

American Society of Military Comptrollers					Profit and Loss Detail		September 2019
					Date	Transaction Type	Num
					Memo/Description		
Ordinary Income/Expenses							
Income							
Holiday Social - 2019 Income							
Total for Holiday Social - 2019 Income							
Monthly Luncheon - Income							
Total for Monthly Luncheon - Income							
Other							
Total for Other							
Total for Income							
Expenses							
Email Distribution							
Total for Email Distribution							
Golf Tournament - 2019 Expense							
Total for Golf Tournament - 2019 Expense							
Merchant Fees							
Total for Merchant Fees							
Monthly Luncheon - Expense							
Total for Monthly Luncheon - Expense							

A		B	C	D	E	F	G
1	American Society of Military Comptrollers						5
2	Profit and Loss Detail						
3	September 2019						
4							
5		Date	Transaction Type	Num	Memo/Description	Amount	Balance
6	Holiday Social - 2019 Income	09/03/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00	50.00
7	Holiday Social - 2019 Income	09/09/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00	100.00
8	Holiday Social - 2019 Income	09/25/2019	Deposit		AMEX Pay Pal Transaction - 2019 Holiday Social	24.41	124.41
9	Monthly Luncheon - Income	09/05/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	83.00	83.00
10	Monthly Luncheon - Income	09/05/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00	98.00
11	Monthly Luncheon - Income	09/11/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00	113.00
12	Monthly Luncheon - Income	09/12/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	30.00	143.00
13	Monthly Luncheon - Income	09/13/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00	193.00
14	Monthly Luncheon - Income	09/13/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	68.35	261.35
15	Monthly Luncheon - Income	09/16/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00	311.35
16	Monthly Luncheon - Income	09/17/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00	326.35

E.1 Modifying QBs Online Custom Report

6. Copy the data cells containing the transactional details from the ‘Profit and Lose Detail’ Report to the next available entry at the ‘QB Transactions’ tab of the ASMC Budget Excel
- a. Recommend you format the new data to match the existing data shown in the ‘QB Transactions’ tab
  - b. The data copied to the ‘QB Transactions’ tab is the source data for the Dashboard
7. Excel does not recognize the date format from the ‘Profit and Loss Detail’ Report, so go to Find and Replace
- a. In ‘Find what’ put a single “/” (without quotes)
  - b. In ‘Replace with’ put a single “/” (again, without quotes)
  - c. Select Replace All

	A	B	C	D	
1	<b>Account</b>	<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	
68	Monthly Luncheon - Expense	8/15/2019	Expense		W/Bu
69	Pay Pal Fee	8/5/2019	Expense		Mc
70	QuickBooks Online				Mc
71	Website Costs				Ap
72	Holiday Social - 2019 Income				Re
73	Holiday Social - 2019 Income				Or
74	Holiday Social - 2019 Income				CC P
75	Monthly Luncheon - Income	09/05/2019	Deposit		AME
76	Monthly Luncheon - Income	09/05/2019	Deposit		19 Si
77	Monthly Luncheon - Income	09/11/2019	Deposit		CC P

Find and Replace

Find

Replace

Find what: /

Replace with: /

Options >>

Replace All

Replace

Find All

Find Next

Close

American Society of Military Comptrollers					
Profit and Loss Detail					
September 2019					
	Date	Transaction Type	Num	Memo/Description	Amount
6	09/03/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00
7	09/09/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00
8	09/25/2019	Deposit		AMEX Pay Pal Transaction - 2019 Holiday Social	24.41
9	09/30/2019	Deposit		BOA Savings Interest Earned	14.28
10	09/05/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	83.00
11	09/05/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
12	09/11/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
13	09/12/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	30.00
14	09/13/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00
15	09/13/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	68.35
16	09/16/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00
17	09/17/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
18	09/19/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	34.18
19	09/19/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	75.00
20	09/20/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
21	09/20/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	34.18
22	09/26/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 17 OCT 19	34.18
23	09/27/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 17 OCT 19	35.00
24	Other	Expense		BOA Merchant Services Cash Reward	0.92
25	Email Distribution	Expense		Vertical Response - Monthly Recurring Payment	55.00
26	Golf Tournament - 2019 Expense	Expense	2231	Reimbursement for Personal Expenses	1,370.57
27	Golf Tournament - 2019 Expense	Expense	2232	Reimbursement for Personal Expenses	41.34
28	Merchant Fees	Expense		BOA Merchant Services Monthly Fee	67.92
29	Monthly Luncheon - Expense	Expense		Westin Crystal City - Lunch Buffet and Room Rental	1,299.95
30	Pay Pal Fee	Expense		Monthly Recurring Payment	59.95
31	QuickBooks Online	Expense		Monthly Recurring Payment	21.00
32	Website Costs	Expense		Aplus.net Monthly Recurring Payment plus Online Storage	44.95
33	Website Costs	Expense		Upgrade to Chapter Website to allow SSL (https) secure environment, 2 year costs (\$87 x 2)	174.99

6

	A	B	C	D	E	F
	Account	Date	Transaction Type	Num	Memo/Description	Amount
68	Monthly Luncheon - Expense	8/15/2019	Expense		Westin Crystal City - Lunch Buffet and Room Rental	1953.41
69	Pay Pal Fee	8/5/2019	Expense		Monthly Recurring Payment	59.95
70	QuickBooks Online	8/22/2019	Expense		Monthly Recurring Payment	21
71	Website Costs	8/12/2019	Expense		Aplus.net Monthly Recurring Payment plus Online Storage	44.95
72	Holiday Social - 2019 Income	09/03/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00
73	Holiday Social - 2019 Income	09/09/2019	Deposit		CC Pay Pal Transaction - 2019 Holiday Social	50.00
74	Holiday Social - 2019 Income	09/25/2019	Deposit		AMEX Pay Pal Transaction - 2019 Holiday Social	24.41
75	Monthly Luncheon - Income	09/05/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	83.00
76	Monthly Luncheon - Income	09/05/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
77	Monthly Luncheon - Income	09/11/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
78	Monthly Luncheon - Income	09/12/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	30.00
79	Monthly Luncheon - Income	09/13/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00
80	Monthly Luncheon - Income	09/13/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	68.35
81	Monthly Luncheon - Income	09/16/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	50.00
82	Monthly Luncheon - Income	09/17/2019	Deposit		CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19	15.00
83	Monthly Luncheon - Income	09/19/2019	Deposit		AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19	34.18

1. The dollar amounts shown on the Cash Flow Statement portion of the Dashboard are linked to the amounts in the 'QB Transactions' tab by the Account field.

- a. The formula in the dollar amount cells of the Cash Flow Statement looks for the Account listed in column B and sums the amounts based on the dates.

- b. In the example below, the cell G13 of the Dashboard is pulling the sum total from the 'QB Transactions' all Monthly Luncheon – Income for the dates 09/01/19 thru 09/30/19.

G13

✖

✓

*f<sub>x</sub>*

=SUMIFS('QB Transactions'!\$F:\$F,'QB Transactions'!\$A:\$A,B13,'QB Transactions'!\$B:\$B,">=09/01/19",'QB Transactions'!\$B:\$B,"<=9/30/19")

A

B

C

D

E

F

G

H

I

J

K

Cash Flow Statement

Fiscal year begins: 01 July 2019

EOY FY19 Cash Position

JUL

AUG

SEP

OCT

Cash on Hand (beginning of month)

\$ 361,956.49

\$ 361,956.49

\$ 360,727.84

\$ 362,810.59

\$ 360,210.00

Revenue

Golf Tournament - 2019 - Register

Golf Tournament - 2019 - Sponsor

Monthly Luncheon - Income

Holiday Social 2019 - Income

Interest

Other

Chapter Rebate

Mini-PDI 2019 - Sponsor

Mini-PDI 2020 - Registration

Mini-PDI 2020 - Sponsor

Total Revenue

\$ 6,762.72

\$ 1,469.40

\$ -

\$ -

\$ 4,775.00

\$ 1,635.00

\$ -

\$ -

\$ 464.24

\$ 743.54

\$ 553.89

\$ -

\$ -

\$ -

\$ -

\$ 14.75

\$ 14.76

\$ -

\$ -

\$ 16.35

\$ 6.92

\$ 0.92

\$ -

\$ 5,000.00

\$ 500.00

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ 17,033.06

\$ 4,369.62

\$ 554.81

\$ -

Account

Date

Transaction Type

Num

Memo/Description

Amount

Monthly Luncheon - Income

9/5/2019

Deposit

AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

83.00

Monthly Luncheon - Income

9/5/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

15.00

Monthly Luncheon - Income

9/11/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

15.00

Monthly Luncheon - Income

9/12/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

30.00

Monthly Luncheon - Income

9/13/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

50.00

Monthly Luncheon - Income

9/13/2019

Deposit

AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

68.35

Monthly Luncheon - Income

9/16/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

50.00

Monthly Luncheon - Income

9/17/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

15.00

Monthly Luncheon - Income

9/19/2019

Deposit

AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

34.18

Monthly Luncheon - Income

9/19/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

75.00

Monthly Luncheon - Income

9/20/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 19 SEP 19

15.00

Monthly Luncheon - Income

9/20/2019

Deposit

AMEX Pay Pal Transaction - Chapter Meeting - 19 SEP 19

34.18

Monthly Luncheon - Income

9/26/2019

Deposit

AMEX Pay Pal Transaction - Chapter Meeting - 17 OCT 19

34.18

Monthly Luncheon - Income

9/27/2019

Deposit

CC Pay Pal Transaction - Chapter Meeting - 17 OCT 19

35.00

Total

553.89

2. The data should automatically populate the Dashboard. If not, it will, generally, be because the dates of the Excel formula within the Dashboard have not been corrected.

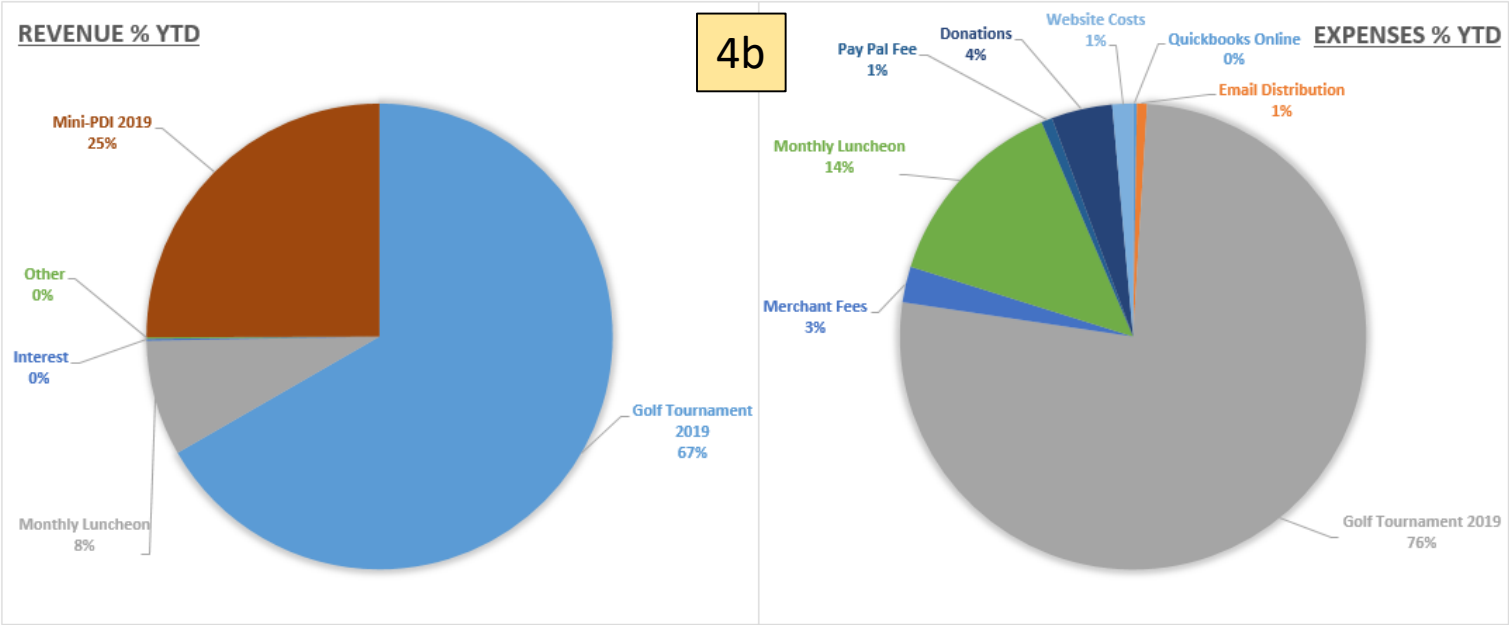
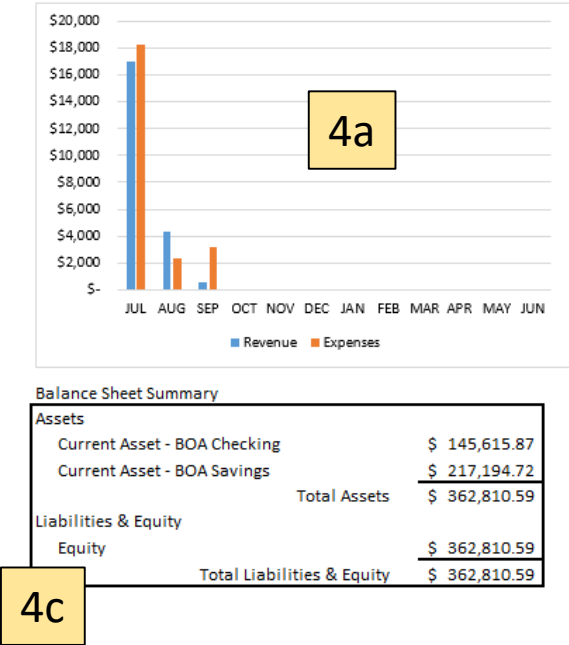
- c. The date in the Excel formula will also need to be changed in the Expenses section of the spreadsheet.

2b



E.2 Dashboard Update from QB Transactions

- 3. Once the data in the Dashboard is populated, you will need to reconcile it to the data in the ‘QB Transactions’ tab to ensure you’ve captured all transactions. Most common error is that a new Account name is appearing in the ‘QB Transactions’ tab that isn’t already listed on the Dashboard. In that case, you will need to manually add a row on the Dashboard for the new Account Name. Recommend you cut and paste directly from the Account name in the ‘QB Transactions’ tab to the Dashboard to ensure it’s an exact match.
- 4. At the bottom of the Dashboard is a Revenue and Expense Graph, Pie Charts showing Account % breakout for both Revenue and Expenses, and a Balance Sheet Summary.
  - a. Revenue and Expense Graph is pulling data directing from the Cash Flow Statement
  - b. Pie Charts are also pulling data indirectly from the Cash Flow Statement (see #5)
  - c. Balance Sheet Summary is pulling data from two other locations within the ASMC Budget Excel, the current balances shown in the BOA Savings and Checking tabs





E.2 Dashboard Update from QB Transactions

5. The data on the Pie Charts is derived from a consolidated data table off the right side of the Cash Flow Statement. This is done so as to consolidate programmatic areas for the Pie Charts rather than the more detailed view shown in the Cash Flow Statement.

- a. For example, the Golf Tournament has two streams of revenue on the Cash Flow Statement – Registration (\$8,232.12) and Sponsor (6,410.00).
- b. Rather than segregate those two data points for the Pie Charts, there are consolidated in the table to the right of the Cash Flow Statement (\$14,642.12)
- c. Make sure the sum total amounts on the consolidated table match the amounts on the Cash Flow Statement itself.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
4		Cash Flow Statement																				
5																						
6		Fiscal year begins: 01 July 2019																				
7																						
8		Cash on Hand (beginning of month)																				
9																						
10		Revenue																				
11		Golf Tournament - 2019 - Register																				
12		Golf Tournament - 2019 - Sponsor																				
13		Monthly Luncheon - Income																				
14		Holiday Social 2019 - Income																				
15		Interest																				
16		Other																				
17		Chapter Rebate																				
18		Mini-PDI 2019 - Sponsor																				
19		Mini-PDI 2020 - Registration																				
20		Mini-PDI 2020 - Sponsor																				
21		Total Revenue																				
22																						
23		Expenses																				
24		QuickBooks Online																				
25		Email Distribution																				
26		Golf Tournament - 2019 Expense																				
27		Holiday Social - 2019 - Expense																				
28		Merchant Fees																				
29		Monthly Luncheon - Expense																				
30		Pay Pal Fee																				
31		Administrative																				
32		Training																				
33		Audit and Tax Prep																				
34		Donations																				
35		Awards																				
36		Website Costs																				
37		Mini-PDI 2020 - Expense																				
47		Total Expenses																				
48																						

5a

	\$ 6,762.72	\$ 1,469.40	\$ -	\$ -	\$ 8,232.12
	\$ 4,775.00	\$ 1,635.00	\$ -	\$ -	\$ 6,410.00
	\$ 464.24	\$ 743.54	\$ 553.89	\$ -	\$ 1,761.67
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 14.75	\$ 14.76	\$ -	\$ -	\$ 29.51
	\$ 16.35	\$ 6.92	\$ 0.92	\$ -	\$ 24.19
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 5,000.00	\$ 500.00	\$ -	\$ -	\$ 5,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 17,033.06	\$ 4,369.62	\$ 554.81	\$ -	\$ 21,957.49

5b

Golf Tournament 2019	\$14,642.12
Monthly Luncheon	\$ 1,761.67
Interest	\$ 29.51
Other	\$ 24.19
Mini-PDI 2019	\$ 5,500.00

5c

5c

Quickbooks Online	\$ 63.00
Email Distribution	\$ 165.00
Golf Tournament 2019	\$18,094.91
Merchant Fees	\$ 588.32
Monthly Luncheon	\$ 3,253.36
Pay Pal Fee	\$ 179.85
Donations	\$ 1,000.00
Website Costs	\$ 339.81

# Annex F - Update Budget tab in ASMC Budget Excel

F.1 Input Monthly Transactions to the Budget Tab ASMC Budget Excel

F.2 Reconcile Budget tab to the Dashboard in ASMC Budget Excel

## F.1 Input Monthly Transactions to the Budget Tab ASMC Budget Excel

1. Copy the previous month's Budget tab and paste the entire tab to a new worksheet. For example, if you are reconciling for the month of SEP, copy and paste the AUG worksheet to the new worksheet to be used for SEP. Make sure to retitle the tab to SEP along with all other dates in the worksheet (e.g. 'as of 31 August 2019' becomes 'as of 30 September 2019').
2. Use the Cash Flow Statement from the Dashboard to apply the updates for the particular month you are reconciling. Remember the Dashboard is a reflection of the BOA statements, which is the cash basis of accounting. Now, we are taking the same information and applying it through a Budget lens where not all transactions from the BOA statements are applicable to the reporting period of the Budget.
3. Input all updates to the 'Collected/Disbursed' column. If an amount is already listed against the program in that column, it reflects a running sum where the new amounts are added to the amounts from previous months. Revenue is added as a positive amount, and expenses are added as negative amounts. For example:

a) Cell I20 is the running balance for revenue connected to the Monthly Luncheon. The new amount to add for SEP is \$553.89. The amounts for the previous months are also shown in the cell: \$464.24 and \$743.54.

[illegible]

## F.1 Input Monthly Transactions to the Budget Tab ASMC Budget Excel

b) Cell I21 is the running balance for expenses related to the monthly luncheon. The new amount to add for SEP is a negative \$1,299.95 (negative because it's an expense). The amount for the previous months is shown in the cell as a negative \$1,953.41.

4. Continue to apply all transaction in the same manner, if applicable. An example of a transaction that would not be applicable would be a down payment for an event that would occur in the next fiscal year. (see next section)

5. Once all applicable transactions have been input, you can see a budget status snapshot broken down by programmatic revenues and expenses, and the total (which includes General and Admin revenue and expenses). In this example, there is a total budget of \$5000 for the fiscal year, and the current status is a negative \$4,691.

	A	B	C	D	E	F	G	H	I
4			Actual Prior Year					FY20	
5	R.O	Functional Area of Revenue / Expense	FYE 30 JUN 2015	FYE 30 JUN 2016	FYE 30 JUN 2017	FYE 30 JUN 2018	FYE 30 JUN 2019	Budget Request	Collected/ Disbursed
7	Deb Del Mar	Mini PDI Training Event - March 2019	15,058	17,285	48,243	50,296	34,037	40,000	(14,142)
8		Revenue	190,606	208,217	242,976	249,803	251,973	250,000	-
9		Expense	(175,548)	(190,932)	(194,733)	(199,508)	(217,936)	(210,000)	(14,142)
11	Deb Del Mar	Golf Tournament - July 2018	8,211	9,130	10,216	13,347	13,820	11,000	11,802
12		Revenue	24,710	25,030	30,439	30,903	30,636	31,000	28,485
13		Expense	(16,499)	(15,900)	(20,223)	(17,556)	(16,815)	(20,000)	(16,683)
15		Training and Education	(38,130)	(47,695)	(43,373)	(29,324)	(28,267)	(31,100)	(1,492)
16	Terry Placek	Sponsored Training Events	(9,800)	(19,600)	(24,150)	(15,500)	(19,783)	(18,600)	-
17	Vacant	Scholarships	(22,000)	(14,000)	(6,000)	(2,000)		(2,500)	
18	Dick Reed	CDFM Certificate Awards	-	(152)	-	-			
19	Milford Thompson	Luncheons	(6,330)	(13,943)	(13,223)	(11,824)	(8,564)	(10,000)	(1,492)
20		Revenue		9,888	12,059	9,513	9,920	10,000	1,762
21		Expense		(23,831)	(25,282)	(21,337)	(18,484)	(20,000)	(3,253)

121    =-1953.41+-1299.95

3b

5

	A	B	C	D	E	F	G	H	I
1	<b>American Society of Military Comptrollers, Washington DC Chapter</b>								
2	<b>Budget for Fiscal Year Ending 30 June 2020</b>								
3	<b>as of 31 August 2019</b>								
4			Actual Prior Year					FY20	
5	R.O	Functional Area of Revenue / Expense	FYE 30 JUN 2015	FYE 30 JUN 2016	FYE 30 JUN 2017	FYE 30 JUN 2018	FYE 30 JUN 2019	Budget Request	Collected/ Disbursed
36		<b>PROGRAM REVENUE AND EXPENSE</b>	<b>(30,402)</b>	<b>(19,804)</b>	<b>39,196</b>	<b>38,133</b>	<b>40,435</b>	<b>20,090</b>	<b>(4,061)</b>
49		<b>Total (Program + G&amp;A)</b>	<b>(39,959)</b>	<b>(29,721)</b>	<b>22,648</b>	<b>20,776</b>	<b>27,839</b>	<b>5,000</b>	<b>(4,691)</b>

47

F.2 Reconcile Budget tab to the Dashboard in ASMC Budget Excel

- Below the Budget table within the Budget tab are two additional tables that will reconcile 1) Budget to the Net Collection (Disbursements) for the current month and 2) the current month ending cash balance.
- The table ‘Other Current Year Adjustments to Cash’ identifies those transactions that have been adjusted because they are linked to a separate reporting period in some manner.
  - The first entry adds back \$14,142 for the FY20 Mini-PDI venue deposit to the Mini-PDI budget. It is not accounted for in the FY20 BOA transactions because the expense was paid in FY19.
  - The second entry subtracts \$13,843 from the cash balance for income collected in FY19 for the FY20 Golf Tournament. That revenue is accounted for in the FY20 Budget for the Golf Tournament, but must be backed out since it was not a BOA transaction in FY20.
- The amount shown on the Net Collection (Disbursements) line for the current month should match the Monthly Net Position Total from the Dashboard.
- The amount listed on the Current Month-ending Cash Balance line should match the Total Liabilities & Equity from the Balance Sheet Summary of the Dashboard. This amount is the sum total of the BOA Checking and Savings balances for the end of month.
- Off to the side in the worksheet is a Balance Check. The ‘Static’ amount is a manual input directly from the BOA current Checking and Savings balances, while the ‘Live’ amount is a link. This allows you to look back at previous months to ensure you were in balance while also seeing what the most current balance is.

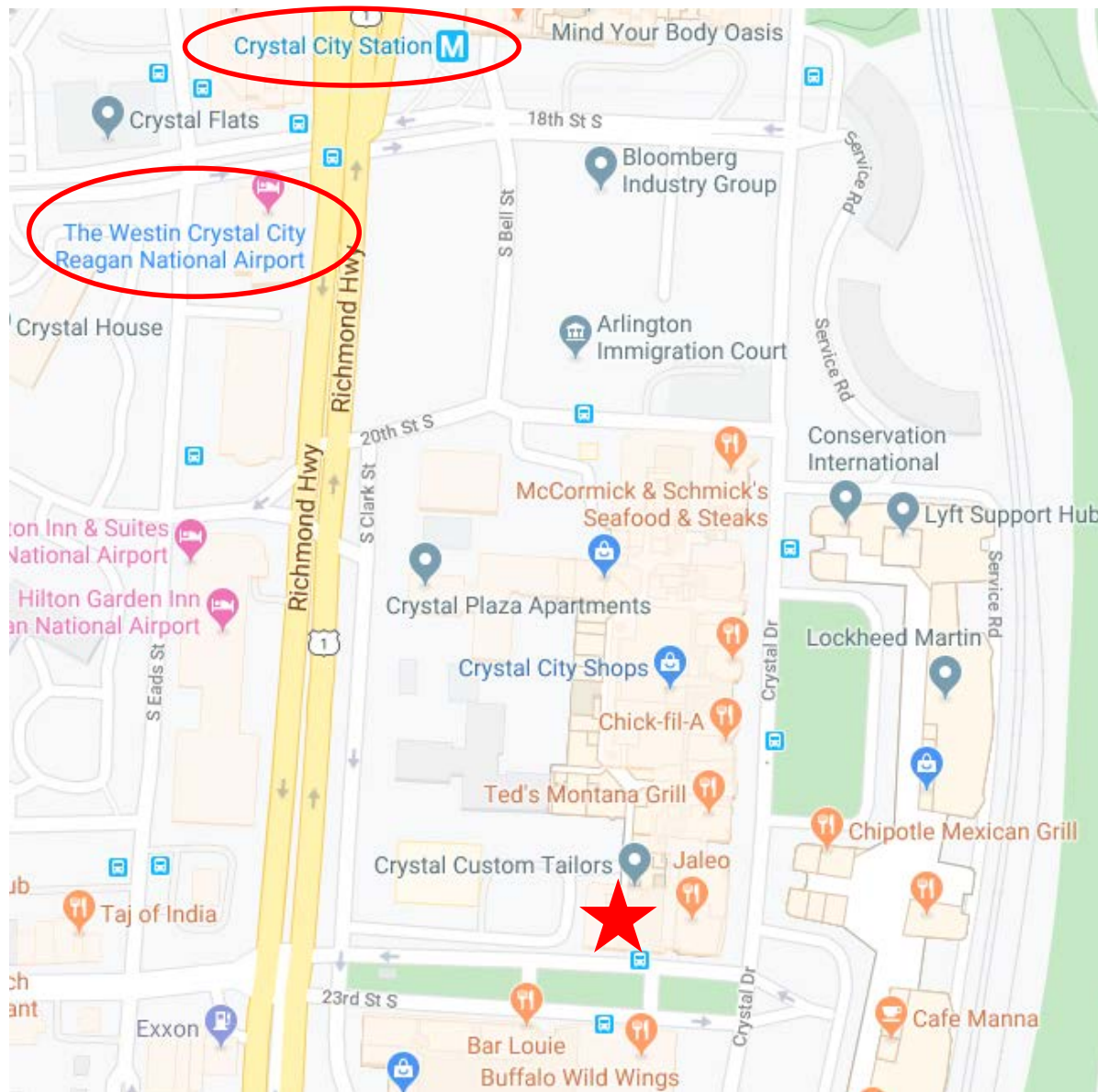
		Balance Check	
5		Static	Live
	BOA Checking	\$ 143,159.42	\$143,159.42
	BOA Savings	\$ 217,209.00	\$217,209.00
		\$ 360,368.42	\$360,368.42

Other Current Year Adjustments to Cash 09/30/2019	
Plus: FY20 Mini-PDI Venue Deposit - included above (Paid in FY19)	2 14,142
Less: FY20 Golf Tournament (July 2019) income collected in FY19 - included above	(13,843)
Less: FY19 Donation to Pets for Vets - excluded from FY20 above (Paid in FY19)	(1,000)
Plus: FY19 Mini-PDI Sponsorship income collected in FY20 - excluded from above	5,500
	3
Net Collections (Disbursements) FY20 through Current Month	(1,588)
Cash Position: Balance	
6/30/2014 Certified Financial Statements	430,103
2015 Net Cash Outlays	(93,332)
6/30/2015 Certified Financial Statements	336,771
2016 Net Cash Outlays	(8,473)
6/30/2016 Certified Financial Statements	328,298
2017 Net Cash Outlays	6,751
6/30/2017 Certified Financial Statements	335,049
2018 Net Cash Outlays	9,065
6/30/2018 Certified Financial Statements	344,114
Rounding Adjustment from 2018 Financial Statements	
	2
2019 Net Cash Outlays	17,840
6/30/2019 Un-Certified Financial Statements	361,956
Net Collections (Disbursements) FY20 through Current Month	4 (1,588)
Current Month-ending Cash Balance (09/30/2019)	360,368

# Annex G - Post Office Box



## Chapter Post Office Box



- The physical location of the Post Office box is within the Crystal City Shops (underground) vicinity 23<sup>rd</sup> Street.
- The Post Office has moved from its previous location within Crystal City, so the maps within the Crystal City Shops may not have been updated to reflect the new location.
- Other shops nearby include Crystal Cleaners and Crystal Framing Gallery.
- Note the Post Offices' location in relation to the Westin Crystal City (monthly luncheon venue) and the Crystal City metro station.
- Official Mailing Address:  
Treasurer ASMC Washington Chapter  
PO Box 16237  
Arlington, VA 22215

★ Approximate location of where the Post Office containing the Chapter PO Box is located.