**Reimbursement** - the Reimbursement process recently changed to a standard google form. This includes a place to attach receipts as well as provide an explanation of what/why needs to be reimbursed. This is then approved and sent over to me for the mailing of the check.

**Payroll**

Twice a month the treasurer submits payroll within Intuit Online. For salaried employees the main check is to ensure nothing has changed from the previous period and the amounts are in-line with expectations. For hourly employees, need to ensure the hours worked align with the amount of hours submitted and approved by the ED.

For setting up new employees a phone conversation is required to provide all of the confidential information.

**Quickbooks - Expense**

On a monthly basis the Asst.Treasurer takes the amounts pulled into quickbooks from WellsFargo and PayPal and records the entry. The various standard entries are for:

 Payroll

 Vetting

 Software

 Animal Food/Supplies

 Training

To verify the accuracy the amounts pulled into quickbooks the following should be performed:

Payroll Entries - should be agreed to Intuit

Vetting - should agree to an Invoice and have an Invoice Number within the memo line of the entry.

Software - should agree to the standard amount paid on a monthly basis that would ultimately agree to a piece of third party support

Animal Food/Supplies - this should agree to a receipt of some sort (usually an emailed receipt or invoice)

Training - this should agree to a receipt of some sort (usually an emailed receipt or invoice)

There is also several other one of expense items where the process would be to ensure that we have the proper receipt to verify the transaction and ensure the proper classification within quickbooks.

**Quickbooks - Reconciliations**

The books need to be reconciled with the Wells Fargo bank statements on at least quarterly basis (sometimes easier to do monthly). The reconciliation process should follow the standard Quickbook process and all reconciling items should be documented and the ending difference should always be zero.

**Quickbooks - Revenue**

On a monthly basis the Treasurer takes the amounts pulled into quickbooks from WellsFargo and Paypal and record the entry. The various standard entries are for:

 Cash/Check deposits

 Various Donations platforms

 NeonPay

 Paypal

Cash/Check deposits - these should agree to the Main Deposit Log and should be double checked with the images loaded to WellsFargo.

Various Donation platforms - should be agreed back to some form of additional support. Email, Log, etc.

NeonPay - the amount for NeonPay comes in weekly and is a combined amount for Dog, Cat, Ind Donations, Strawberries, and also includes the fees. In order to properly allocate the amounts a report out of Neon should be run and the total from each categories must agree with the amount of cash received in Wells Fargo. Starting in 2021 an additional check is now required to ensure the Fee Waiver donation is also included. In order to do, the Treasurer should check the amounts paid within the NeonPay report and determine if the fee was waived or not. This amount should be the “plug” from the total received and the amount donated and received for adoption payments.

Paypal - these amounts are usually straight forward and are now less frequent. They should agree out to the Cat/Dog logs or include an amount that is an individual donation.

**Sales Tax**

Quarterly sales tax is due on the revenue for Dog Adoption, Cat Adoption, and Item Sales. The sales tax is due on 4 areas to the state of MN by roughly the 18th of the April, July, October, and January. The 4 areas are:

General rate sales

Minneapolis sales
Hennepin Co. sales

Transit Imp. Sales

The link to pay is - <https://www.mndor.state.mn.us/tp/eservices/_/>

**Insurance -** the Insurance renewal process begins in September and we work with our insurance agent Bryan Stanley at Paulet Slater. During this process a payroll audit is needed to be completed.

**990 -** Form 990 is the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law requirements and promoting compliance. Organizations also use the Form 990 to share information with the public about their programs**.** The 990 process should begin in late April and begins by coordinating with Mesarreli and Shadow (accounting firm). This will include coordinating with them and addressing any questions they may have relating to the entries within quickbooks.

**1099** - Under current law, a **non**-**profit** is required to give a Form **1099**-MISC to any independent contractor who provides services and is paid $600 or greater in a calendar year (i.e. cash basis). An independent contractor is defined as a **non**-corporate business entity, such as a sole proprietor or partnership. This process is a bit of a time crunch as they need to be sent out by the end of January and all entries from the previous year need to be included. In addition, the determination of who is required to receive a 1099 based off of the status of the business entity who we paid over $600 to.

**Bank information**

Credit Card - 25k Limit (roughly 8k per card)

 Jack

 Ashley

 ED

Debit Cards -

**Invoices**

Vetting Payments: will come from Ashley.

Pull Fees/Non Vetting Animal Expenses: Operations

Rescue Group

Pull Fees

Lightshine

Invoices that come in the mail:

 U of M - has now started been paying via CC

 MaCC -

 Eye Clinic - has already been paid

Neon - who has access, who can have access

 Lauren

 Sally

 Jack

 Jordan

 Kate - personal

 Anna - ops

 Terry Flint

 Kerry

 Jack

 Jordan

**Process of how we remove people from access**

Deposit Logs

* Main deposit
* Dog deposit
* Cat deposit
* Discuss check and cash deposits (I know Taylor didn’t want to do this)

Software Payments

* Mailchimp
* NEON
* Canva