

Steven D. Reece

From: Rachel McRae <rachelmcrae@yahoo.com>
Sent: Monday, July 25, 2016 21:04
To: Steven Reece; Elaine Brown; JoAnn Siegienski; Kevin Little; Robin Park; jmfolker@matzevah.org
Subject: TMF Recommendation: Quickbooks

On Thursday, July 21 during the Markuszow project, the board members that were present (Elaine and Rachel) along with Steven and three advisory board members (Cindy, Bruce, and Przemek) made a motion for the following recommendation. This was generated after the headaches we experienced in the financial planning, collection of money, and reconciliation of the Markuszow project.

Issue to address with recommendation:

TMF needs to purchase QuickBooks for financial reporting, accounting, and other needs. It needs to be housed on either a TMF computer (to possibly be purchased) or on the TMF Treasurer's computer (for the time being). QuickBooks allows multiple people to have access to it based on needs and restrictions. It will provide easy documentation for all financial aspects of TMF and will be controlled by the Treasurer and/or others as identified by the Board.

It will also help us to provide a quick and effective accounting to partners / volunteers on how their funds are used during a project.

While Robin's office has been a critical asset to us in the financial portion of our work and will continue to do so (thank you!!!) we are at a point that we need to have separate abilities for only TMF information and with TMF access.

Recommendation:

We recommend that Kevin Little research which edition of QuickBooks would be appropriate for TMF's needs. We request that the following be included:

- Has an internet access option along with normal computer function
- Has an app option that would be helpful to use while on the ground in Poland

We request that this information search on QuickBooks be completed by September 3 and findings been sent to the Board by that day or the following week. We can then either plan a conference call to discuss or make it an agenda item for our October 7-9 meeting.

Additional notes:

We will need to discuss who has access to the program and to what levels of access this person / people have.

We acknowledge that none of the current Board members have accounting abilities. Getting this program is a starting point to get us moving in a direction that will set us up for success in all financial

reporting and needs. We should determine what our greatest needs are in this area and then prioritize them in order to find solutions to the accounting holes we might have going forward.

Again... this is a starting point.

Thank you