

On September 27th Mary Jennings and Patty Linville met with Ruby Frasier to investigate hiring a bookkeeper. Ruby is an experience bookkeeper and provides part-time on and off site accounting for small businesses and non-profits.

Patty explained how we are currently operating and the suggestions made by the Foraker group; primarily the segregation of duties for financial check and balances and the addition of membership information into Quickbooks. Ruby explained how we could implement the necessary changes and we come up with the following plan.

- Treasurer:
 - receives and deposit checks
 - receives bills/invoices
 - sends member of finance committee a form to OK payment of invoices (pre approval in lieu of second signature on check)
 - forwards approved form to bookkeeper for payment
 - print checks from Quickbooks, sign and mail.
- Bookkeeper:
 - has read only access to bank account information to track deposits and reconcile accounts on Quickbooks.
 - maintains Quickbooks, entering deposits, expenditures, and sets up standard coding for tracking finances from year to year
 - prepares checks for printing
 - updates membership credit card payment information in Quickbooks from RegionOnline spreadsheet.
- Executive Officer:
 - send treasurer initial 2012 membership information for upload into Quickbooks
 - send bookkeeper spreadsheet with updated membership credit card payment information for entry to Quickbooks

Ruby is interested in working with us and she has non-profit rates. She indicated her rate would be \$30 an hour for the first month while she is “learning” the job, and \$35 an hour for the next 3 months. We can then look at the number of hours and negotiate a monthly fee if we wish or continue with the hourly rate.

Mary has contacted Susan Elliott, but she hasn’t had a chance to talk with her yet. Will try to do this this week.