

Quick Books –Essentials for Small Townships

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Why Do Users Love QuickBooks?

- **Super Easy to Use-Has a Built in “Interview” Process to Help you Get Started.**
- **Cheap! General Ledger/Accounts Payable/Payroll for Around \$400 + Payroll Maintenance Fees.**

Which Version of QuickBooks to Use?

- QuickBooks on Line-\$40/per mo.
- QuickBooks Pro-from \$200
- QuickBooks Premier-3 Users from \$1250
- QuickBooks Enterprise-from \$600 per user

intuit



Intuit QuickBooks Pro 2016
(Multiple items*)



INTUIT QUICKBOOKS PREMIER 2016
(Multiple items*)



Intuit QuickBooks Pro 2016 3-User (Master)



QuickBooks Premier 2016 3-User

	1	1	3	3
Number of users included ⁵	1	1	3	3
Uncover business insights with industry-specific reports		✓		✓
Create sales orders and track backorders		✓		✓
Track costs for assembled products and inventory		✓		✓
Set product/service prices by customer type		✓		✓
Import from Excel, Quicken, Outlook Contact and more ⁶	✓	✓	✓	✓
Create professional estimates and invoices	✓	✓	✓	✓
Track sales, sales taxes and expenses	✓	✓	✓	✓
Organize your business in one place with Customer, Vendor and Employee Centers	✓	✓	✓	✓
Automatically download your bank transactions ¹	✓	✓	✓	✓
Track inventory, set re-order points, create purchase orders	✓	✓	✓	✓

Easy To Do The Things You Have To Do:

- **Simple Budget Integration.**
- **Writing a Check (if set up properly) Posts Directly to General Ledger.**
- **Deposits**
- **Bank Reconciliation.**

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Online Services Window Help Special Offers

Home Company Snapshot Customer Center

Home

Vendors

Customers

Employees

Enter Bills

Sales Orders

Estimates

Create Invoices

Statement Charges

Statements

Refunds & Credits

Learn about Payroll Options

Company

- Home Page
- Company Snapshot
- Company Information...
- Advanced Service Administration...
- Set Up Users and Passwords
- Customer Credit Card Protection...
- Set Closing Date...
- Planning & Budgeting
 - Set Up Budgets
 - Set Up Forecast
 - Cash Flow Projector
 - Use Business Plan Tool
- To Do List
- Reminders
- Alerts Manager
- Chart of Accounts Ctrl+A
- Make General Journal Entries...
- Manage Currency
- Document Management
- Enter Vehicle Mileage...
- Prepare Letters with Envelopes
- Email Marketing

Company

- Chart of Accounts
- Items & Services
- Marketing Center

Banking

- Record Deposits
- Reconcile
- Write Checks
- Check Register
- Print Checks



Create New Budget



Create a New Budget

Begin by specifying the year and type for the new budget.

2011-12

Choose the budget type

- ☒ Profit and Loss (reflects all activity for the year)
- ☐ Balance Sheet (reflects ending balance)

Back

Next

Finish

Cancel

Company



Banking



Learn about
Payroll Options



Vendors

Enter Bills → Pay Bills

Customers

Estimates → Sales Orders

Create New Budget

Choose how you want to create a budget

☐ Create budget from scratch.
This option lets you manually enter amounts for each account that you want to track.

☒ Create budget from previous year's actual data.
This option automatically enters the monthly totals from last year for each account in this budget.

Back Next **Finish** Cancel

Company

Chart of Accounts

Items & Services


Marketing Center

Banking

Record Deposits Reconcile

Write Checks Check Register

Print Checks


Learn about Payroll Options



Budget

FY2012-13 - Profit & Loss by Account

Account	Annual Total	Apr12	May12	Jun12	Jul12	Aug12	Sep12	Oct12	Nov12	Dec
101-000- GF REV										
402 Current PropertyTax	89,719.32	6,256.42					7.68			
411 Delinquent Property Taxes	3,843.53	6,714.57		30.41	14.70		12.06		9.77	
435 Mobile Home Tax	-30.50	-58.00	5.50	5.50	5.50	63.00	66.00	69.00	-218.50	
447 Tax Administration Fee	30,914.57	1,523.06		8.99	535.10	570.90	8,003.68	128.98	37.81	
448 Special Assesment Weevil										
476 Dog Licenses										
477 Zoning Permits	585.00	70.00		105.00	35.00	35.00		105.00		
478 Variance Fees	400.00	400.00								
574 State Revenue Sharing	95,778.00		14,204.00		16,593.00		14,447.00		16,928.00	
575 St of MI Metro Act Monies	3,627.55			3,627.55						
664 Interest	3,324.01	125.16	126.93	116.90	119.55	103.12	87.52	435.41	80.68	
665 Extrac Permit Fund Interest	75.00							75.00		
667 Hall Rent	3,170.00		390.00		765.00	300.00	295.00	150.00	120.00	
671 Misc Income	1,326.52		240.00			653.74				
676 Election Reimbursement	3,127.89	1,054.22	100.00		618.34					
677 Fire Run Reimb	18,715.00	1,700.00	350.00	1,400.00	1,820.00	1,025.00	3,375.00	2,395.00	1,550.00	
678 ST MI SUM REIMB Tax										
2-RECYCLE FUND REV										
Clean Up Day Co Pay										
RECYCLE FUND County Funds										
402-100 - Prior Year Tax Refunds										
101-GF EXP										
263-715 Twp Matching FICA	5,094.51	335.58	356.99	592.27	494.01	356.96	592.26	-200.05	347.43	
871 - Worker's Comp Insurance	1,016.00								1,016.00	
Other										
Community Development										
721- 809 PC Professional Fees	1,641.75							1,281.00		
721- 965 PC Conf/Training	110.00			110.00						

Copy Across

Adjust Row Amounts

Clear

Budget

FY2012-13 - Profit & Loss by Account ▼

Account	Annual Total	Apr12	May12	Jun12	Jul12	Aug12	Sep12	Oct12	Nov12	Dec
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Clean Up Day Co Pay										
RECYCLE FUND County Funds										
402-100 - Prior Year Tax Refunds										
101-GF EXP										
263-715 Twp Matching FICA	5,094.51	335.58	356.99	592.27	494.01	356.96	592.26	-200.05	347.43	
871 - Worker's Comp Insurance	1,016.00								1,016.00	
Other										
Community Development										
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435 Mobile Home Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
447 Tax Administration Fee	30,914.57	5000		8.99	535.10	570.90	8,003.68	128.98	37.81	
448 Special Assesment Weevil										
476 Dog Licenses										
477 Zoning Permits	585.00	70.00		105.00	35.00	35.00		105.00		
478 Variance Fees	400.00	400.00								
574 State Revenue Sharing	95,778.00		14,204.00		16,593.00		14,447.00		16,928.00	
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664 Interest	3,324.01	125.16	126.93	116.90	119.55	103.12	87.52	435.41	80.68	
665 Extrac Permit Fund Interest	75.00							75.00		
667 Hall Rent	3,170.00		390.00		765.00	300.00	295.00	150.00	120.00	
671 Misc Income	1,326.52		240.00			653.74				
676 Election Reimbursement	3,127.89	1,054.22	100.00		618.34					
677 Fire Run Reimb	18,715.00	1,700.00	350.00	1,400.00	1,820.00	1,025.00	3,375.00	2,395.00	1,550.00	
678 ST MI SUM REIMB Tax										
2-RECYCLE FUND REV										
Clean Up Day Co Pay										
RECYCLE FUND County Funds										
402-100 - Prior Year Tax Refunds										
101-GF EXP										
263-Shop Matching FICA	5,094.51	335.58	356.99	592.27	494.01	356.96	592.26	-200.05	347.43	
871-Worker's Comp Insurance	1,016.00								1,016.00	
Other										
Community Development										
72-PC Professional Fees	1,641.75							1,281.00		
72-PC Conf/Training	110.00			110.00						

Copy Across

Adjust Row Amounts

Clear

Budget

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435 Mobile Home Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
447 Tax Administration Fee	60,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
448 Special Assesment Weevil										
476 Dog Licenses										
477 Zoning Permits	585.00	70.00		105.00	35.00	35.00		105.00		
478 Variance Fees	400.00	400.00								
574 State Revenue Sharing	95,778.00		14,204.00		16,593.00		14,447.00		16,928.00	
575 St of MI Metro Act Monies	3,627.55			3,627.55						
664 Interest	3,324.01	125.16	126.93	116.90	119.55	103.12	87.52	435.41	80.68	
665 Extrac Permit Fund Interest	75.00							75.00		
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676 Election Reimbursement	3,127.89	1,054.22	100.00		618.34					
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Clean Up Day Co Pay										
RECYCLE FUND County Funds										
402-100 - Prior Year Tax Refunds										
101-GF EXP										
263-715 Twp Matching FICA	5,094.51	335.58	356.99	592.27	494.01	356.96	592.26	-200.05	347.43	
871 - Worker's Comp Insurance	1,016.00								1,016.00	
Other										
Community Development										
721- 809 PC Professional Fees	1,641.75							1,281.00		
721- 965 PC Conf/Training	110.00			110.00						

Copy Across

Adjust Row Amounts

Clear

Budget

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435 Mobile Home Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
447 Tax Administration Fee	60,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
448 Special Assesement Weevil										
476 Dog Licenses										
477 Zoning Permits	585.00	70.00		105.00	35.00	35.00		105.00		
478 Variance Fees	400.00	400.00								
574 State Revenue Sharing	95,778.00		14,204.00		16,593.00		14,447.00		16,928.00	
575 St of MI Metro Act Monies	3,627.55			3,627.55						
664 Interest	3,324.01	125.16	126.93	116.90	119.55	103.12	87.52	435.41	80.68	
665 Extrac Permit Fund Interest	75.00							75.00		
667 Hall Rent	3,170.00							150.00	120.00	
671 Misc Income	1,326.52									
676 Election Reimbursement	3,127.89	1,054.2								
677 Fire Run Reimb	18,715.00	1,700.0								
678 ST MI SUM REIMB Tax								895.00	1,550.00	
2-RECYCLE FUND REV										
Clean Up Day Co Pay										
RECYCLE FUND County Funds										
402-100 Prior Year Tax Refunds										
101-GF EXP										
263-715 Twp Matching FIO	5,094.51	335.5								
871 - Worker's Comp Insur	1,016.00									
Other										
Community Development										
721- 809 PC Profession	1,641.75									
721- 965 PC Conf/Training	110.00									

Adjust Row Amounts

Start at 1st month

☐ Increase each monthly amount in this row by this dollar amount or percentage

0.00

☒ Decrease each monthly amount in this row by this dollar amount or percentage

3.0

OK

Cancel

Help

Copy Across

Adjust Row Amounts

Clear

Budget

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447 Tax Administration Fee	30,914.57	1,523.06		8.99	535.10	570.90	8,003.68	128.98	37.81	
448 Special Assesement Weevil										
476 Dog Licenses										
477 Zoning Permits	585.00	70.00		105.00	35.00	35.00		105.00		
478 Variance Fees	400.00	400.00								
574 State Revenue Sharing	92,904.66	0.00	13,777.88	0.00	16,095.21	0.00	14,013.59	0.00	16,420.16	
575 St of MI Metro Act Monies	3,627.55			3,627.55						
664 Interest	3,324.01	125.16	126.93	116.90	119.55	103.12	87.52	435.41	80.68	
665 Extrac Permit Fund Interest	75.00							75.00		
667 Hall Rent	3,170.00		390.00		765.00	300.00	295.00	150.00	120.00	
671 Misc Income	1,326.52		240.00			653.74				
676 Election Reimbursement	3,127.89	1,054.22	100.00		618.34					
677 Fire Run Reimb	18,715.00	1,700.00	350.00	1,400.00	1,820.00	1,025.00	3,375.00	2,395.00	1,550.00	
678 ST MI SUM REIMB Tax										
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402-100 Prior Year Tax Refunds										
101-GF EXP										
263-715 Twp Matching FICA	5,094.51	335.58	356.99	592.27	494.01	356.96	592.26	-200.05	347.43	
871 - Worker's Comp Insurance	1,016.00								1,016.00	
Other										
Community Development										
721- 809 PC Professional Fees	1,641.75							1,281.00		
721- 965 PC Conf/Training	110.00			110.00						

Copy Across

Adjust Row Amounts

Clear

More Sophisticated Budgeting

- **QB Pro Has an Easy “Interface” for Microsoft Excel.**
- **Excel Users Can Easily Create Financial Models from Historical Results, and Prior Budgets.**
- **Financial Information to Users without Having to Use QuickBooks Software.**

Budget to Actual General and Emergency Services Funds

Modify Report... Memorize... Print... E-mail... Export... Hide Header Collapse Refresh

Dates Custom From 07/01/2002 To 06/30/2003 Columns Year Sort By Default

6:56 PM

01/09/11

Cash Basis

Mult Fund Example
Budget to Actual General and Emergency Services Funds
 July 2002 through June 2003

	Jul '02 - Jun 03	Budget	\$ Over Budget	%
Ordinary Income/Expense				
Income				
000-400 · REVENUE CONTROL				
000-402 · Winter Tax Collection	93,843.66	68,000.00	25,843.66	
000-412 · Delinquent Tax	633.76	0.00	633.76	
000-425 · Interest on Current Tax	2,410.29			
000-445 · Interest on Delinquent Tax	0.00	0.00	0.00	
000-448 · Admin Fee	23,100.13	16,000.00	7,100.13	
000-477 · Dog License Fees	7.80	20.00	-12.20	
000-478 · Zoning Permit Fees	4,550.00	2,500.00	2,050.00	
000-479 · Land Division Fees	750.00	1,500.00	-750.00	
000-575 · State Revenue Sharing	118,653.13	126,971.00	-8,317.87	
000-665 · Interest from Investments	4,154.73	6,000.00	-1,845.27	
000-671 · Miscellaneous Income	4,249.12	2,000.00	2,249.12	
000-687 · Insurance Refunds	0.00	0.00	0.00	
000-926 · Park Shore Lights Revenue	2,733.33	2,500.00	233.33	
Total 000-400 · REVENUE CONTROL	255,085.95	225,491.00	29,594.95	
Total Income	255,085.95	225,491.00	29,594.95	
Expense				
000-700 · EXPENDITURE CONTROL				
101-101 · TWP BOARD CONTROL				
101-701 · Salary	4,990.00	5,350.00	-360.00	93.3%
101-801 · Legal Services	16,767.60	16,000.00	767.60	104.8%
101-802 · Audit	3,700.00	4,500.00	-800.00	82.2%
101-850 · Telephone	438.69	600.00	-161.31	73.1%
101-900 · Publishing Minutes	474.59	1,000.00	-525.41	47.5%
101-910 · Insurance	5,759.18	6,000.00	-240.82	96%
101-911 · Membership Dues	1,381.96	600.00	781.96	230.3%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1							Current Year			Next Year				
2							Actual	Budget		Budget				
3			Ordinary Income/Expense							Worksheet				
4			Income								anticipated increase			
5			000-400 • REVENUE CONTROL								3%			
6			000-402 • Winter Tax Collection				93,843.66	68,000.00						
7			000-412 • Delinquent Tax				633.76	0.00						
8			000-425 • Interest on Current Tax				2,410.29							
9			000-445 • Interest on Delinquent Tax				0.00	0.00						
10			000-448 • Admin Fee				23,100.13	16,000.00						
11			000-477 • Dog License Fees				7.80	20.00						
12			000-478 • Zoning Permit Fees				4,550.00	2,500.00						
13			000-479 • Land Division Fees				750.00	1,500.00						
14			000-575 • State Revenue Sharing				118,653.13	126,971.00						
15			000-665 • Interest from Investments				4,154.73	6,000.00						
16			000-671 • Miscellaneous Income				4,249.12	2,000.00						
17			000-687 • Insurance Refunds				0.00	0.00						
18			000-926 • Park Shore Lights Revenue				2,733.33	2,500.00						
19			Total 000-400 • REVENUE CONTROL				255,085.95	225,491.00						
20			Total Income				255,085.95	225,491.00						
21			Expense											
22			000-700 • EXPENDITURE CONTROL											
23			101-101 • TWP BOARD CONTROL											
24			101-701 • Salary				4,990.00	5,350.00						

A	B	C	D	E	F	G	H	I	J	K	L	M	N
						Current Year			Next Year				
						Actual	Budget		Budget				
					Ordinary Income/Expense				Worksheet				
					Income					anticipated increase			
					000-400 • REVENUE CONTROL					3%			
					000-402 • Winter Tax Collection	93,843.66	68,000.00		=+H6*(1+\$K\$5)				
					000-412 • Delinquent Tax	633.76	0.00						
					000-425 • Interest on Current Tax	2,410.29							
					000-445 • Interest on Delinquent Tax	0.00	0.00						
					000-448 • Admin Fee	23,100.13	16,000.00						
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					000-687 • Insurance Refunds	0.00	0.00						
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					Total Income	255,085.95	225,491.00						
					Expense								
					000-700 • EXPENDITURE CONTROL								
					101-101 • TWP BOARD CONTROL								
					101-701 • Salary	4,990.00	5,350.00						
					101-801 • Legal Services	16,767.60	16,000.00						

Book4 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Cut Copy Paste Format Painter

Calibri 11 A A

B I U

Font

Wrap Text Merge & Center

Alignment

Accounting \$ % .00 .00

Number

Conditional Formatting as Table Styles

Styles

Insert

(Ctrl+C)

Copy the selection and put it on Clipboard.

+H6*(1+\$K\$5)

	F	G	H	I	J	K	L	M	N
1		Current Year			Next Year				
2		Actual	Budget		Budget				
3	Ordinary Income/Expense				Worksheet				
4	Income					anticipated increase			
5	000-400 • REVENUE CONTROL					3%			
6	000-402 • Winter Tax Collection	93,843.66	68,000.00		70,040.00				
7	000-412 • Delinquent Tax	633.76	0.00						
8	000-425 • Interest on Current Tax	2,410.29							
9	000-445 • Interest on Delinquent Tax	0.00	0.00						
10	000-448 • Admin Fee	23,100.13	16,000.00						
11	000-477 • Dog License Fees	7.80	20.00						
12	000-478 • Zoning Permit Fees	4,550.00	2,500.00						
13	000-479 • Land Division Fees	750.00	1,500.00						
14	000-575 • State Revenue Sharing	118,653.13	126,971.00						
15	000-665 • Interest from Investments	4,154.73	6,000.00						
16	000-671 • Miscellaneous Income	4,249.12	2,000.00						
17	000-687 • Insurance Refunds	0.00	0.00						
18	000-926 • Park Shore Lights Revenue	2,733.33	2,500.00						
19	Total 000-400 • REVENUE CONTROL	255,085.95	225,491.00						
20	Total Income	255,085.95	225,491.00						
21	Expense								
22	000-700 • EXPENDITURE CONTROL								
23	101-101 • TWP BOARD CONTROL								
24	101-701 • Salary	4,990.00	5,350.00						
25	101-801 • Legal Services	16,767.60	16,000.00						

QuickBooks Export Tips Sheet1

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Accounting, \$, %, ,0.00, .00

Styles: Conditional Formatting, Format as Table, Cell Styles, Insert

J7		fx =+H7*(1+\$K\$5)												
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1							Current Year			Next Year				
2							Actual	Budget		Budget				
3	Ordinary Income/Expense									Worksheet				
4	Income										anticipated increase			
5	000-400 • REVENUE CONTROL										3%			
6						000-402 • Winter Tax Collection	93,843.66	68,000.00		70,040.00				
7						000-412 • Delinquent Tax	633.76	0.00		-				
8						000-425 • Interest on Current Tax	2,410.29			-				
9						000-445 • Interest on Delinquent Tax	0.00	0.00		-				
10						000-448 • Admin Fee	23,100.13	16,000.00		16,480.00				
11						000-477 • Dog License Fees	7.80	20.00		20.60				
12						000-478 • Zoning Permit Fees	4,550.00	2,500.00		2,575.00				
13						000-479 • Land Division Fees	750.00	1,500.00		1,545.00				
14						000-575 • State Revenue Sharing	118,653.13	126,971.00		130,780.13				
15						000-665 • Interest from Investments	4,154.73	6,000.00		6,180.00				
16						000-671 • Miscellaneous Income	4,249.12	2,000.00		2,060.00				
17						000-687 • Insurance Refunds	0.00	0.00		-				
18						000-926 • Park Shore Lights Revenue	2,733.33	2,500.00		2,575.00				
19	Total 000-400 • REVENUE CONTROL						255,085.95	225,491.00						
20	Total Income						255,085.95	225,491.00						
21	Expense													
22	000-700 • EXPENDITURE CONTROL													
23	101-101 • TWP BOARD CONTROL													
24						101-701 • Salary	4,990.00	5,350.00						
25						101-801 • Legal Services	16,767.60	16,000.00						

BANK ACCOUNT

101-000-001 Cash-checking

ENDING BALANCE

322,372.97

NO. 124

124

DATE _____

03/10/2015



PAY TO THE ORDER OF

Cherry County Road Commission

42

13,500.00

Thirteen thousand five hundred and 00/100*****DOLLARS

ADDRESS

Cherry County Road Commission

MEMO

Expenses	\$13,500.00
----------	-------------

Items

\$0.00

ACCOUNT

: AMOUNT

MEMO

101-446-818 Highways and Street

13,500.00

Cherry Lane Township

General Ledger

As of March 31, 2015

	Type	Date	Num	Name	Debit	Credit	Balance
101-000-001 Cash-checking							328,599.10
	Check	03/10/2015	124	Cherry County Road Commission		13,500.00	315,099.10
Total 101-000-001 Cash-checking					0.00	13,500.00	315,099.10
101-000-390 Fund Balance						328,599.10	328,599.10
101-446-818 Highways and Street							0.00
	Check	03/10/2015	124	Cherry County Road Commission	13,500.00		13,500.00
Total 101-446-818 Highways and Street					13,500.00	0.00	13,500.00
TOTAL					13,500.00	13,500.00	0.00

TOWNSHIP OF FREEDOM - QuickBooks: Premier Accountant Edition 2010 - [Reconcile - 101-000-001 Sweep Checking]

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Online Services Window Help Special Offers

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Company Snapshot

Customer Center

Vendor Center

Employee Center

Online Banking

Doc Center

Report Center

Statement Writer

Client Review

App Center

Upgrade

Payroll

Cards & eChecks

Services

For period: 04/30/2010

☐ Hide transactions after the statement's end date

Checks and Payments

✓	Date ▲	Chk #	Amount
	04/08/2010	8850	67.29
	04/08/2010	8851	40.37
	04/08/2010	8852	38.50
	04/08/2010	8853	40.00
	04/08/2010	8854	160.00
	04/08/2010	8855	32.15
	04/08/2010	8856	138.50
	04/08/2010	8857	236.62
	04/08/2010	8858	52.50
	04/08/2010	8859	910.00
	04/08/2010	8860	86.53
	04/08/2010	8861	15,000.00
	04/08/2010	8862	115.00
	04/08/2010	8863	43.01
	04/08/2010	8864	387.81
	04/08/2010	8865	801.38
	05/06/2010	8866	1,083.04
	05/06/2010	8867	330.00
	05/06/2010	8868	440.00
	05/06/2010	8870	1,146.38
	05/06/2010	8870	1,135.38
	05/06/2010	8871	158.01
	05/06/2010	8872	40.37
	05/06/2010	8873	100.23
	05/06/2010	8874	140.00
	05/06/2010	8875	140.00
	05/06/2010	8876	140.00
	05/06/2010	8877	140.00
	05/06/2010	8878	32.06
	05/06/2010	8879	32.12
	05/06/2010	8880	52.50
	05/06/2010	8881	38.67
	05/06/2010	8882	575.00

Deposits and Other Credits

✓	Date ▲	Amount
	03/31/2010	15,899.00
	04/01/2010	15,899.00
✓	04/07/2010	345.00
	04/14/2010	250.00
	04/22/2010	1,169.00
	04/22/2010	244.74

Bank Reconciliation Screen

☒ Highlight Marked

Mark All

Unmark All

Go To

Columns to Display...

Beginning Balance

1,000.00

Items you have marked cleared

1 Deposits and Other Credits	345.00
0 Checks and Payments	0.00

Modify

Service Charge	0.00
Interest Earned	0.00
Ending Balance	430.10
Cleared Balance	1,345.00
Difference	-914.90

Reconcile Now

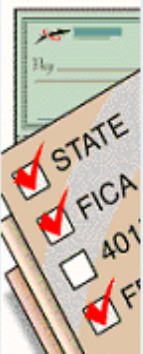
Leave

QuickBooks Automates Other Tasks

- **Payroll**
- **1099's to Vendors**
- **Simple Cash Receipting Process**

Item Name	Type	Amount	Annual Limit	Tax Tracking	Payable To
Clerk's Salary	Yearly Salary			Compensation	
Salary	Yearly Salary			Compensation	
Sick Salary	Yearly Salary			Compensation	
Supervisor Salary	Yearly Salary			Compensation	
Treasurer Pay	Yearly Salary			Compensation	
Vacation Salary	Yearly Salary			Compensation	
Election Worker Pay	Hourly Wage			Compensation	
Fire Calls	Hourly Wage			Compensation	
Fire Training	Hourly Wage			Compensation	
Office Staff	Hourly Wage			Compensation	
Planning Commission	Hourly Wage			Compensation	
Sick Hourly Rate	Hourly Wage			Compensation	
Vacation Hourly Rate	Hourly Wage			Compensation	
Advance Earned Income Credit	Federal Tax			Advance EIC Payment	US Treasury
Federal Unemployment	Federal Tax	6.2%	7,000.00	FUTA	
Federal Withholding	Federal Tax			Federal	US Treasury
Medicare Employees	Federal Tax	1.45%		Medicare	US Treasury
Medicare Township	Federal Tax	1.45%		Comp. Medicare	US Treasury
Social Security Employee	Federal Tax	6.2%	-102,000.00	SS Tax	US Treasury
Social Security Township	Federal Tax	6.2%	102,000.00	Comp. SS Tax	US Treasury
MI - Withholding	State Withholding Tax			SWH	State of Michigan
MI - Unemployment Company	State Unemployment Tax	0.0%	9,000.00	Comp. SUI	State of Michigan
MI - Cities Res Tax				E. Tax	
MI - Cities Work Tax				Tax	

Edit payroll item (Salary:Treasurer Pay)



Expense account

Enter the account for tracking this expense.

Salary is an expense to your company. You can change this account at any time.

Edit Employee

Information for: Della Dollar

Change tabs:

Payroll and Compensation Info

OK

Cancel

Notes

Help

Payroll Info

Earnings

Item Name	Hourly/Annual Rate
Treasurer Pay	24,000.00

Pay Period

Monthly

Additions, Deductions and Company Contributions

Item Name	Amount	Limit

Taxes...

Sick/Vacation...

Direct Deposit

☐ Employee is covered by a qualified pension plan

Taxes for Della Dollar

Federal

State

Other

Filing Status

Married

Allowances

0

Extra Withholding

0.00

Subject to



Medicare



Social Security



Advance Earned Income Credit



Federal Unemployment Tax (Company Paid)

OK

Cancel

Help

Previous Next Print Find

Bank Account 101-000-001 Cash-checking Ending Balance 328,599.10

Pay to the Order of Della Dollar		No. 29
Date 06/30/2004		\$ 1,751.00
One thousand seven hundred fifty-one and 00/100***** Dollars		
Della Dollar		
Address		
Memo		



Review Paycheck

Della Dollar

Pay Period 06/01/2003 - 06/30/2003

☐ Use Direct Deposit

Earnings

Item Name	Rate	Hours	Customer:Job
Treasurer Pay	2,000.00		

Sick Available 0:00
 Vacation Avail. 0:00
 Sick Accrued
 Vac. Accrued
☐ Do not accrue sick/vac

Totals: 2,000.00 0:00 hrs

Other Payroll Items

Item Name	Rate	Quantity

Employee Summary






[How are these items calculated?](#)

Item Name	Amount	YTD
Treasurer Pay	2,000.00	2,000.00
MI - Cities Work Tax	0.00	0.00
MI - Cities Res Tax	0.00	0.00
Federal Withholding	-140.00	-140.00
Medicare Employees	-29.00	-29.00
MI - Withholding	-80.00	-80.00

Company Summary

[How are these items calculated?](#)

Item Name	Amount	YTD
Medicare Township	29.00	29.00

 New Vendor...  New Transactions  Print  Excel  Word

Vendors

Transactions

Active Vendors

NAME

Cherry County Road

First Bank of Cherry

State of Michigan

US Treasury

Address Info

Payment Settings

Tax Settings

Account Settings

Additional Info

TAX INFORMATION

VENDOR TAX ID

☒ Vendor eligible for 1099

How do I determine the opening balance?

QuickBooks Tip-Cash Receipts

- **Modify the Standard QuickBooks “Sales Receipt” to Manually Enter Each Receipt from the Treasurer.**
- **QB’s will Post to ‘Revenue’ Accounts, offsetting ‘un-deposited funds’, an asset.**
- **Deposit funds To Banks in Same Batch as Treasurer.**

AccountantCompanyCustomersVendorsEmployeesBankingReportsOnline ServicesWindowHelpSpecial Offers

Company SnapshotCustomer Center

Enter Bills

Create Invoices

Statement Charges

Create Estimates

Create InvoicesCtrl+I

Enter Sales Receipts

Enter Statement Charges

Create Statements...

Assess Finance Charges

Receive Payments

Create Credit Memos/Refunds

Add Credit Card Processing

Add Marketing and Customer Tools

Item List

Change Item Prices

Receive Payments

Refunds & Credits

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HelpEstimateInvoiceCheckBill

Company

Chart of Accounts

Items & Services

Intuit.com Services

Banking

Record DepositsReconcile

Write ChecksCheck Register

Print

```
graph TD
    subgraph Menu [Customers]
        CC[Customer Center Ctrl+J]
        CE[Create Estimates]
        CI[Create Invoices Ctrl+I]
        ESR[Enter Sales Receipts]
        ESC[Enter Statement Charges]
        CSS[Create Statements...]
        AFC[Assess Finance Charges]
        RP[Receive Payments]
        CCMR[Create Credit Memos/Refunds]
        ACCP[Add Credit Card Processing]
        AMCT[Add Marketing and Customer Tools]
        IL[Item List]
        CIP[Change Item Prices]
    end

    subgraph Workspace
        EB[Enter Bills]
        CI[Create Invoices]
        SC[Statement Charges]
        S[Statements]
        RP[Receive Payments]
        RC[Refunds & Credits]
    end

    EB --> CI
    CI --> S
    S --> RP
    S --> SC
    RP --> RC

    subgraph Sidebar
        subgraph Company
            CA[Chart of Accounts]
            IS[Items & Services]
            ICS[Intuit.com Services]
        end
        subgraph Banking
            RD[Record Deposits]
            R[Reconcile]
            WC[Write Checks]
            CR[Check Register]
            P[Print]
        end
    end
```


Cash Receipts-Treasurer

Sold To

Customer
Message

[illegible]

☐ Template is inactive

Print

When should I check Screen or Print?

Cancel

Cherry Lane Township
100 Main Street
Cherry Lane, MI 48111

Date	Receipt Number
1/10/2010	3

Print Preview...

Date	Receipt Number
01/10/2010	3

[illegible]

Memo

Add Time/Costs...

☐ Process credit card payment when saving

Save & Close

Save & New

Clear

Cherry Lane Township (Secondary) - QuickBooks Accountant Desktop 2015 - [Item List]			
es Accountant Company Customers Vendors Employees Banking Reports Window Help			
<div> <div><</div> <div>Look for <input type="text"/></div> <div>in <div>All fields</div></div> <div>Search</div> <div>Reset</div> <div><input type="checkbox"/> Search within results</div> </div>			
NAME	DESCRIPTION	TYPE	ACCOUNT
◊ Charges for Serv		Other Charge	101-000-600 Charges for Sevices
◊ Fines Forfeits		Other Charge	101-000-655 Fines and Forfeits
◊ Interest Income		Other Charge	101-000-664 Interest Income
◊ License and Permits		Other Charge	101-000-450 License and Permits
◊ Misc. Revenue		Other Charge	101-000-671 Miscell. Revenue
◊ Property Taxes		Other Charge	101-000-401 Property Taxes
◊ State Revenue		Other Charge	101-000-539 State Shared Revenue

Create "Items" which maps descriptions of Revenue items to general ledger accounts

Customer: Job

Cash Receipts-Treasurer



Treasurer's Cash Receipt

Sold To

Item	Description	Amount
Interest Income		
Property Taxes		
License and Permits		
State Revenue		
Charges for Serv		
Fines Forfeits		
Misc. Revenue		

Example

- **Treasurer Writes up Three Receipts, Totaling \$7,273.87, Which is Deposited in a Single Deposit on January 11, 2010.**
- **Instead of Entering the Deposits on the Check Register, as a Split Transaction, use Sales Receipt Modified.**
- **Results=Better Audit Trail; Receipt Numbers in General Ledger.**

Cherry Lane Township
100 Main Street
Cherry Lane, MI 48111

Treasurer's Cash Receipt

Date	Receipt Number
1/10/2010	3

Item	Description	Amount
Interest Income		30.40
Property Taxes		0.00
License and Permits		0.00
State Revenue		0.00
Charges for Serv		0.00
Fines Forfeits		0.00
Misc. Revenue		0.00
Total		\$30.40

Cherry Lane Township
100 Main Street
Cherry Lane, MI 48111

Treasurer's Cash Receipt

Date	Receipt Number
1/10/2010	4

Item	Description	Amount
Property Taxes		7,213.47
Total		\$7,213.47

Cherry Lane Township
100 Main Street
Cherry Lane, MI 48111

Treasurer's Cash Receipt

Date	Receipt Number
1/10/2020	5

Item	Description	Amount
License and Permits		30.00
Total		\$30.00

File

Edit

View

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Next

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Payments

History

Journal

Deposit To

Cash-checking

Date

01/10/2010

Memo

Deposit

Click Payments to select customer payments

Received From

Select View

View payment method type

All types

What are payment method views?

Select Payments to Deposit

✓	Date	Time	Type	No.	Payment Met...	Name	Amount
✓	01/10/2010		RCPT	3		Cash Receipts-Treas...	30.40
✓	01/10/2010		RCPT	4			7,213.47
✓	01/10/2010		RCPT	5			30.00

3 of 3 payments selected for deposit

Payments Subtotal

7,273.87

Select All

Select None

OK

Cancel

Help

To get cash back from this deposit, enter where you want this money to go, such as:

Cash back goes to

Cash back memo

Cash back amount

		Type	Date	Num	Debit	Credit	Balance
	101-000-001 Cash-checking						315,099.10
		Deposit	01/10/2010		7,273.87		322,372.97
	Total 101-000-001 Cash-checking				7,273.87	0.00	322,372.97
	Undeposited Funds						0.00
		Sales Receipt	01/08/2010	1	0.00		0.00
		Sales Receipt	01/08/2010	2	0.00		0.00
		Sales Receipt	01/10/2010	3	30.40		30.40
		Sales Receipt	01/10/2010	4	7,213.47		7,243.87
		Sales Receipt	01/10/2010	5	30.00		7,273.87
		Deposit	01/10/2010			7,273.87	0.00
	Total Undeposited Funds				7,273.87	7,273.87	0.00
	101-000-401 Property Taxes						0.00
		Sales Receipt	01/10/2010	4		7,213.47	-7,213.47
	Total 101-000-401 Property Taxes				0.00	7,213.47	-7,213.47
	101-000-450 License and Permits						0.00
		Sales Receipt	01/10/2010	5		30.00	-30.00
	Total 101-000-450 License and Permits				0.00	30.00	-30.00
	101-000-664 Interest Income						0.00
		Sales Receipt	01/10/2010	3		30.40	-30.40

QuickBooks And Tax Collection

- Smaller Townships Typically Don't Have Formalized Accounting Records for Property Tax Collection Fund.
- Solution-Set up Separate QB File Specifically Designed for Tax Collection.
- QB Records Should Then Be Reconciled to Treasurer's Records Prior to Settlement



Home



Company Snapshot



Customer Center



Vendor Center



Employee Center

0

Name	Type
♦ 001 · Checking	Bank
♦ 215 · SEWER DEBT -TWP	Other Current Liability
♦ 215.001 · CHERRY LANE Sewer Debt	Other Current Liability
♦ 222 · COUNTY TREASURER	Other Current Liability
♦ County Taxes	Other Current Liability
♦ 222.000 · Tax-County	Other Current Liability
♦ 223 · CHERRY LN DISTRICT LIBRARY	Other Current Liability
♦ 223.002 · Library Fund	Other Current Liability
♦ 225 · CHERRY LN PUBLIC SCHOOLS	Other Current Liability
♦ 225.007 · Cherry lane-Debt	Other Current Liability
♦ 225.009 · Cherry Lane N/H	Other Current Liability
♦ 226 · CHERRY LANE TOWNSHIP	Other Current Liability
♦ 226.001 · CHERRY LN Twp Tax Due	Other Current Liability
♦ 226.002 · CHERRY LANE TWP FIRE	Other Current Liability
♦ 226.006 · CHERRY LN TWP Police	Other Current Liability
♦ 234 · INTER.SCHOOL DIST.	Other Current Liability
♦ 234.003 · .I.S.D. Taxes	Other Current Liability
♦ 235 · COMMUNITY COLLEGE	Other Current Liability

Chart of Account Tax Collection Fund

Total Deposit was 310,166.93

From Account	Memo	Ch...	Pmt Meth.	Amount
222 · COUNTY TREASURER:County Taxes:222.000 · Tax-County	County		Check	109,970.94
225 · CHERRY LN PUBLIC SCHOOLS:225.007 · Cherry lane-Debt	School Debt		Check	4,922.16
225 · CHERRY LN PUBLIC SCHOOLS:225.009 · Cherry Lane N/H	School Operating		Check	61,033.97
215 · SEWER DEBT -TWP:215.001 · CHERRY LANE Sewer Debt	Township Sewer Assess		Check	9,090.50
226 · CHERRY LANE TOWNSHIP:226.001 · CHERRY LN Twp Tax Due	Twp taxes		Check	19,216.63
226 · CHERRY LANE TOWNSHIP:226.002 · CHERRY LANE TWP FIRE	Twp fire Taxes		Check	57,649.89
226 · CHERRY LANE TOWNSHIP:226.006 · CHERRY LN TWP Police	Twp Police Taxes		Check	38,433.26
223 · CHERRY LN DISTRICT LIBRARY:223.002 · Library Fund	district Library Taxes		Check	1,500.99
234 · INTER.SCHOOL DIST.:234.003 · .I.S.D. Taxes	ISD Taxes		Check	4,502.22

Bank Account	001 - Checking
--------------	----------------

Ending Balance	0.00
----------------	------

Pay to the Order of Cherry Schools

No. 3119

Date 02/03/2010

\$ 38,241.80

Thirty-eight thousand two hundred forty-one and 80/100 ***** Dollars

Address

Cherry Schools

Memo

Expenses	\$38,241.80
----------	-------------

Items	\$0.00
-------	--------

☐ To be printed

[illegible]

Checking/Savings						
001 - Checking					553,818.13	
Liabilities						
215.001 Due To Cherry Lane Sewer Authority					10,849.21	
222.000 Due to County					190,883.43	
232.002 Due to District Library					16,344.22	
225 Due to Cherry Lane Schools						
225.007 Debt Levy					32,309.96	
225 Operating					63,629.12	
226 Due to Cherry Lane Township						
226.001 - CHERRY LN Twp Tax Due					33,131.92	
226.002 - CHERRY LANE TWP FIRE					99,395.76	
226.006 - CHERRY LN TWP Police					66,263.84	
234.003 .I.S.D. Taxes					22,010.33	
235.000 Due to Community College					19,000.34	
Total Liabilities					553,818.13	

QuickBooks Is Entry Level Software Designed for Business-Not Government:

- Doesn't Track Multiple Funds in Single QuickBooks File.
- Struggles with State Mandated Uniform Chart of Accounts Nine Digit Structure.
- Internal Control Issues 'Optional' Audit Trail Features-and "User" Admin Allowed to Change/Delete Transactions.

Chart of Accounts Structure

- XXX fund number, for example, the general fund is 101
- XXX department number, for revenues & balance sheet accounts the department number is 000.
- XXX account number- asset accounts are 001-199, liability and equity accounts are from 200-399, revenues are from 400-699, expenditure accounts are from 700-999

Example Uses

- 101-000-001-General fund cash
- 206-000-001-Fire fund cash
- 101-253-706-Treasurer's salary (recorded in general fund department treasurer)
- 206-336-706- fire department salary/wages (assumes that this township has a special revenue fund for fire operations)

Other QB Challenges

- Lack of Required Closing Process Controls.
- No Integration From Other Applications Such as Utility Billing, Tax Administration.
- Reporting-Default Reports are Designed for Businesses.
- Budgets-Doesn't Maintain Original and Amended Budgets.

If Budgetary Constraints Require Your Township to use QuickBooks

- Following Slides Will Demonstrate 'Work Arounds' for Issues Identified on Previous Two Slides.
- Suggested Internal Control Improvements.

Overview-Townships Need to Track Results by Funds

- Fund Accounting was Developed to Demonstrate Stewardship over Restricted Resources(Transparency).
- Initially, Limited to Establishment of Separate Bank Accounts (AKA “Funds”).
- Fund Accounting Has Evolved-Maintenance of Separate Accounting Records for Each Fund.

Fund Types-Examples (not all inclusive)

- Fund 101–General Fund
- Funds 201-299–Special Revenue Funds
- Funds 501-599–Enterprise Funds
- Funds 701-703 Agency funds

Fund Accounting “Work Arounds”

- Use Separate QuickBooks Files for each Fund.
- Use a Single QuickBooks Files for Governmental Funds/Separate QuickBooks Files for Proprietary and Agency Funds.

Separate QuickBooks Files

- Would require individual checking accounts, and (ideally) receipt books for each fund.
- Have to duplicate vendor information, and possibly payroll information making tax reporting difficult
- Likely Best Solution to Accurately Track Balance Sheets and Results by Fund.

Separate QuickBooks Files-COA

- Option One-Set Preferences (Under Accounting) NOT TO USE ACCOUNT NUMBERS, and Enter the Account Number and Description Under Name Field.
- Option Two-Set Preferences to Use Account Numbers and Complete the State Uniform COA Numbering Convention in the Description Field.

Preferences



- Accounting
- Bills
- Checking
- Desktop View
- Finance Charge
- General
- Integrated Applications
- Items & Inventory
- Jobs & Estimates
- Multiple Currencies
- Payments
- Payroll & Employees
- Reminders
- Reports & Graphs
- Sales & Customers
- Sales Tax
- Send Forms
- Service Connection
- Spelling
- Tax: 1099
- Time & Expenses

My Preferences

Company Preferences

Accounts

- ☐ Use account numbers ☒ Require accounts
- ☐ Show lowest subaccount only

- ☐ Use class tracking
 - ☐ Prompt to assign classes

- ☒ Automatically assign general journal entry number
- ☒ Warn when posting a transaction to Retained Earnings

Date Warnings

- ☒ Warn if transactions are day(s) in the past
- ☒ Warn if transactions are day(s) in the future

Closing Date

Date through which books are closed: (not set)

Set Date/Password

OK

Cancel

Help

Default

Also See:

General

Payroll and
Employees

Account Type Expense

Account Name 101-250-706 Office Staff

☒ Subaccount of 101-250 General Services

Optional

Description






















Note

☐ Account is inactive

Save & Close

Cancel

Preferences

-  Accounting
-  Bills
-  Checking
-  Desktop View
-  Finance Charge
-  General
-  Integrated Applications
-  Items & Inventory
-  Jobs & Estimates
-  Multiple Currencies
-  Payments
-  Payroll & Employees
-  Reminders
-  Reports & Graphs
-  Sales & Customers
-  Sales Tax
-  Send Forms
-  Service Connection
-  Spelling
-  Tax: 1099
-  Time & Expenses

My Preferences

Company Preferences

Accounts

- ☒ Use account numbers ☒ Require accounts
- ☐ Show lowest subaccount only

- ☐ Use class tracking
 - ☐ Prompt to assign classes

- ☒ Automatically assign general journal entry number
- ☒ Warn when posting a transaction to Retained Earnings

Date Warnings

- ☒ Warn if transactions are day(s) in the past
- ☒ Warn if transactions are day(s) in the future

Closing Date

Date through which books are closed: (not set)

Set Date/Password

OK

Cancel

Help

Default

Also See:

General

Payroll and
Employees



Account Type

Expense

Number

250-706

Account Name

Office Staff



Subaccount of

101-250 General Services

Optional

Description

Note

☐ Account is inactive

Save & Close

Cancel

Separate Files-Use Memorized Reports

- Start with QuickBooks Standard Reports
- Modify
- Save
- Reuse by changing dates

Company Snapshot
Memorized Reports
Process Multiple Reports
Intuit Statement Writer

Company & Financial
Customers & Receivables
Sales
Jobs, Time & Mileage
Vendors & Payables
Employees & Payroll
Banking
Accountant & Taxes

Budgets & Forecasts

List
Industry Specific

Custom Summary Report
Custom Transaction Detail Report

QuickReport Ctrl+Q
Transaction History
Transaction Journal

Budget Overview
Budget vs. Actual
Profit & Loss Budget Performance
Budget vs. Actual Graph

Forecast Overview
Forecast vs. Actual

Print... E-mail... Export... Hide Header Collapse Refresh

From 04/01/2000 To 03/31/2001 Columns Year Sort By Default

Cherry Lane Township Profit & Loss Budget Overview April 2000 through March 2001

	Apr '00 - Mar 01	Budget	\$ Over Budget	% of Budget
Income				
101-000-401 Property Taxes	146,213.00	140,000.00	6,213.00	104.4%
101-000-450 License and Permits	5,809.00	2,500.00	3,309.00	232.4%
101-000-539 State Shared Revenue	172,869.00	170,000.00	2,869.00	101.7%
101-000-600 Charges for Services	410.00	100.00	310.00	410.0%
101-000-655 Fines and Forfeits	274.00	100.00	174.00	274.0%
101-000-664 Interest Income	3,239.00	2,500.00	739.00	129.6%
101-000-671 Miscell. Revenue				
101-000-674 Recycling Revenue	11,235.00	12,000.00	-765.00	93.6%
101-000-671 Miscell. Revenue - Other	12,944.00	10,000.00	2,944.00	129.4%
Total 101-000-671 Miscell. Revenue	24,179.00	22,000.00	2,179.00	109.9%
Total Income				104.7%

Expense

101-171 Sup
101-171-7
Total 101-171

101-190 Elec
101-190-7
Total 101-190

101-209-818
101-210-818
101-215 Cle
101-215-7
Total 101-215

101-250 Ger
101-250-7
101-250-7

Display

Filters

Header/Footer

Fonts & Numbers

Show Header Information

☒ Company Name
 Cherry Lane Township

☒ Report Title
 Profit & Loss Budget Overvi...

☒ Subtitle
 April 2000 through March 2...

☒ Date Prepared
 12/31/01

☒ Time Prepared

☒ Report Basis

☒ Print header on pages after first page

Show Footer Information

☒ Page Number
 Page 1

Page Layout

Alignment

Standard

Time

Date

Basis

Company

Title

Subtitle

Item/Exp Description

May, 1999

Ordinance Issuer

0.00

Car Allowance

0.00

Counselling fee

0.00

Disburse

0.00

Other Disburse

0.00

Total Disburse

0.00

Draw - PC Sfr

0.00

Gifts Received

0.00

Interest Earned

11.55

Real Estate

0.00

Salary

0.00

Donor

0.00

Profit Sharing

0.00

Other Salary

5,875.52

Total Salary

5,875.52

Extra Line

Page

Home Company Customers Vendors Employees Banking Reports Online Services Window Help Special Orders

Snapshot Customer Center Vendor Center Employee Center Online Banking Report Center Help Estimate Invoice Check Bill Reg A

t... E-mail ▾ Export... Hide Header Collapse Refresh

From 04/01/2000 To 03/31/2001 Columns Year Sort By Default

Cherry Lane Township
Statement of Revenues & Expenditures, Budget to Actual
 April 2000 through March 2001

	◇ Apr '00 - Mar 01 ◇	Budget ◇	\$ Over Budget ◇	% of Budget ◇
Income				
101-000-401 Property Taxes ▶	146,213.00 ◀	140,000.00	6,213.00	104.4%
101-000-450 License and Permits	5,809.00	2,500.00	3,309.00	232.4%
101-000-539 State Shared Revenue	172,869.00	170,000.00	2,869.00	101.7%
101-000-600 Charges for Services	410.00	100.00	310.00	410.0%
101-000-655 Fines and Forfeits	274.00	100.00	174.00	274.0%
101-000-664 Interest Income	3,239.00	2,500.00	739.00	129.6%
101-000-671 Miscell. Revenue				
101-000-674 Recycling Revenue	11,235.00	12,000.00	-765.00	93.6%
101-000-671 Miscell. Revenue - Other	<u>12,944.00</u>	<u>10,000.00</u>	<u>2,944.00</u>	<u>129.4%</u>
Total 101-000-671 Miscell. Revenue	<u>24,179.00</u>	<u>22,000.00</u>	<u>2,179.00</u>	<u>109.9%</u>
Total Income	352,993.00	337,200.00	15,793.00	104.7%
Expense				
101-171 Supervisor				
101-171-706 Supervisor Salary	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 101-171 Supervisor	3,000.00	3,000.00	0.00	100.0%
101-190 Elections				
101-190-706 Election Worker Pay	<u>75.00</u>	<u>100.00</u>	<u>-25.00</u>	<u>75.0%</u>
Total 101-190 Elections	75.00	100.00	-25.00	75.0%
101-209-818 Assessing Contract	25,000.00	25,000.00	0.00	100.0%
101-210-818 Legal	50,000.00	50,000.00	0.00	100.0%
101-215 Clerk				
101-215-706	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 101-215 Clerk	6,000.00	6,000.00	0.00	100.0%

Cherry Lane Township

Statement of Revenues & Expenditures, Budget to Actual

April 2000 through March 2001

Memorize Report

Name:

☒ Save in Memorized Report Group:

OK Cancel

	Apr '00 - Mar 01	Budget	\$ Over Budget	% of Budget
	146,213.00	140,000.00	6,213.00	104.4%
	5,809.00	2,500.00	3,309.00	232.4%
	172,869.00	170,000.00	2,869.00	101.7%
	410.00	100.00	310.00	410.0%
	274.00	100.00	174.00	274.0%
	3,239.00	2,500.00	739.00	129.6%
101-000-671 Miscell. Revenue				
101-000-674 Recycling Revenue	11,235.00	12,000.00	-765.00	93.6%
101-000-671 Miscell. Revenue - Other	12,944.00	10,000.00	2,944.00	129.4%
Total 101-000-671 Miscell. Revenue	<u>24,179.00</u>	<u>22,000.00</u>	<u>2,179.00</u>	<u>109.9%</u>
Total Income	352,993.00	337,200.00	15,793.00	104.7%
Expense				
101-171 Supervisor				
101-171-706 Supervisor Salary	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 101-171 Supervisor	3,000.00	3,000.00	0.00	100.0%
101-190 Elections				
101-190-706 Election Worker Pay	<u>75.00</u>	<u>100.00</u>	<u>-25.00</u>	<u>75.0%</u>
Total 101-190 Elections	75.00	100.00	-25.00	75.0%
101-209-818 Assessing Contract	25,000.00	25,000.00	0.00	100.0%
101-210-818 Legal	50,000.00	50,000.00	0.00	100.0%
101-215 Clerk				
101-215-706	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total 101-215 Clerk	6,000.00	6,000.00	0.00	100.0%
101-250 General Services				
101-250-715 Payroll Taxes	199.36	500.00	-300.64	39.9%
101-250-726 General Govt. Suppl	4,959.00	6,000.00	-1,041.00	82.7%

Multiple Funds in Single QB File Presents Many Challenges

- State and GAAP Require that Separate Balance Sheets and Results of Operations be Maintained.
- QuickBooks Treats as Single Accounting Entity.

Solution: Revise COA Structure and Use Memorized Reports

- Use “Income and Expense” Account Types for General Fund, and use “Other Income and Expense” Types for Other Fund.
- This Makes it Easier to Separate Reports.

◆000-400 · REVENUE CONTROL	Income	
◆000-402 · Winter Tax Collection	Income	
◆000-404 · Summer Tax Collection	Income	
◆000-412 · Delinquent Tax	Income	
◆000-425 · Interest on Current Tax	Income	
◆000-445 · Interest on Delinquent Tax	Income	
◆000-448 · Admin Fee	Income	
◆000-477 · Dog License Fees	Income	
◆000-478 · Zoning Permit Fees	Income	
◆000-479 · Land Division Fees	Income	
◆000-575 · State Revenue Sharing	Income	
◆000-665 · Interest from Investments	Income	
◆000-671 · Miscellaneous Income	Income	
◆000-687 · Insurance Refunds	Income	
◆000-926 · Park Shore Lights Revenue	Income	
◆000-700 · EXPENDITURE CONTROL	Expense	
◆101-101 · TWP BOARD CONTROL	Expense	
◆101-701 · Salary	Expense	
◆101-801 · Legal Services	Expense	
◆101-802 · Audit	Expense	
◆101-850 · Telephone	Expense	
◆101-900 · Publishing Minutes	Expense	
◆101-910 · Insurance	Expense	
◆101-911 · Membership Dues	Expense	
◆101-912 · Educational Training	Expense	
◆101-955 · Miscellaneous	Expense	
◆101-171 · SUPVR CONTROL	Expense	
◆171-701 · Salary	Expense	
◆171-703 · Deputy Supervisor	Expense	
◆171-726 · Office Supplies	Expense	
◆171-730 · Postage	Expense	
◆171-803 · Office Allowance	Expense	
◆171-850 · Telephone	Expense	
◆171-860 · Mileage	Expense	
◆171-912 · Educational Training	Expense	
◆171-913 · Educational Training Deputy	Expense	
◆171-930 · Equipment Repair	Expense	
◆171-955 · Miscellaneous	Expense	
◆171-970 · Equipment Purchase	Expense	

♦101-410 · ZNG ADM CONTROL	Expense
♦410-727 · Operating Supplies	Expense
♦410-801 · Contractual Service	Expense
♦410-955 · Miscellaneous	Expense
♦101-445 · DRAINS FOR PUB BENE CONTROL	Expense
♦445-801 · Contractual Service	Expense
♦101-446 · ROADS & PARKSHORE LIGHT CONTROL	Expense
♦446-801 · Contractual Service	Expense
♦446-805 · Park Shore Lights	Expense
♦101-860 · PENSION EXP CONTROL	Expense
♦860-874 · Township Contribution	Expense
♦101-862 · PAYROLL EXP CONTROL	Expense
♦862-710 · Soc Sec Match	Expense
♦862-711 · Medicare Match	Expense
♦000-401 · Emergency Services Revenue Cont	Other Income
♦206-401 · Emergency Services Property Tax	Other Income
♦206-664 · Emergency Services Interest Inc	Other Income
♦206-336 · FIRE CONTROL	Other Expense
♦336-801 · City of Example Contract	Other Expense
♦336-802 · City of Cherry Contract	Other Expense
♦336-803 · Other Services	Other Expense
♦206-346 · AMBULANCE CONTROL	Other Expense
♦346-801 · City of Example Abulan Contract	Other Expense
♦346-802 · City of Cherry Ambul Contract	Other Expense
♦346-803 · Village Ambulance Service	Other Expense
♦346-804 · Other Ambulance Services	Other Expense

Memorized Report List

Report Name

♦ Banking

- ♦ Check Detail
- ♦ Deposit Detail

♦ Presentation

- ♦ Budget to Actual General and Emergency Services Funds
- ♦ Emergency Services Fund Balance Sheet
- ♦ Emergency Services Fund Budget to Actual
- ♦ General Fund Balance Sheet
- ♦ General Fund Statement of Revenues & Expenditures
- ♦ General Fund Statement of Revenues and Exenditures

Emergency Services Fund Budget to Actual

Modify Report... Memorize... Print... E-mail... Export... Hide Header Collapse Refresh

Dates Custom From 07/01/2002 To 06/30/2003 Columns Year Sort By Default

12:47 PM

06/23/09

Cash Basis

Statement

Other Income/Expense

Other Income

000-403 · Emer Svcs Tax

Total Other Income

Other Expense

206-336 · FIRE CONTROL

336-801 · City of Exam

336-802 · City of Cher

336-803 · Other Servic

Total 206-336 · FIRE CON

206-346 · AMBULANCE C

346-801 · City of Exam

346-802 · City of Cher

346-803 · Village Amb

Total 206-346 · AMBULAN

346-804 · Other Ambula

Total Other Expense

Net Other Income

Net Income

Modify Report: Emergency Services Fund Budget to Actual

Display

Filters

Header/Footer

Fonts & Numbers

Choose Filter

Filter
Account
Amount
Date
Item
Memo
Name
Number
TransactionType

Account

Multiple accounts...

Include split detail?

☒ No

☐ Yes

☐ For detail accounts matching

All accounts

Current Filter Choices

Filter	Set to
Account	Multiple accounts...
Date	Custom

Remove Selected Filter

Account Filter

Choose the account from the drop-down list, then click OK.

Select Account

☒ Manual

Select the account from the list, then click OK.

☐ Automatic

Enter the exact account below, then click OK.

Apply

- 862-710 · Soc Sec Match
- 862-711 · Medicare Match
- ✓ 000-403 · Emer Svcs Tax Coll
- ✓ 206-336 · FIRE CONTROL
- ✓ 336-801 · City of Example Contract
- ✓ 336-802 · City of Cherry Contract
- ✓ 336-803 · Other Services
- ✓ 206-346 · AMBULANCE CONTROL
- ✓ 346-801 · City of Example Ambulan Contract
- ✓ 346-802 · City of Cherry Ambul Contract
- ✓ 346-803 · Village Ambulance Service
- ✓ 346-804 · Other Ambulance Services

OK

Cancel

Emergency Services Fund Budget to Actual

Modify Report...

Memorize...

Print...

E-mail ▾

Export...

Hide Header

Collapse

Refresh

Dates

Custom ▾

From

07/01/2002

To

06/30/2003

Columns

Year ▾

Sort By

Default

12:47 PM

06/23/09

Cash Basis

Mult Fund Example

Statement of Revenues, Expenditures Actual to Budget

July 2002 through June 2003

	♦ Jul '02 - Jun 03 ♦	Budget	♦ \$ Over Budget ♦
Other Income/Expense			
Other Income			
000-403 · Emer Svcs Tax Coll	138,061.93	136,000.00	2,061.93
Total Other Income	138,061.93	136,000.00	2,061.93
Other Expense			
206-336 · FIRE CONTROL			
336-801 · City of Example Contract	25,461.60	26,000.00	-538.40
336-802 · City of Cherry Contract	35,009.74	34,000.00	1,009.74
336-803 · Other Services	300.00	44,803.76	-44,503.76
Total 206-336 · FIRE CONTROL	60,771.34	104,803.76	-44,032.42
206-346 · AMBULANCE CONTROL			
346-801 · City of Example Abulan Contract	8,010.03	8,000.00	10.03
346-802 · City of Cherry Ambul Contract	731.00	1,000.00	-269.00
346-803 · Village Ambulance Service	28,897.35	30,000.00	-1,102.65
Total 206-346 · AMBULANCE CONTROL	37,638.38	39,000.00	-1,361.62
346-804 · Other Ambulance Services	0.00	44,803.75	-44,803.75
Total Other Expense	98,409.72	188,607.51	-90,197.79
Net Other Income	39,652.21	-52,607.51	92,259.72
Net Income	39,652.21	-52,607.51	92,259.72

Since QB Treats the Township's Operation as Single Entity...

- Must Make Manual Adjustments to Allocate Net Change in Fund Balance.
- Run Combined Reports, Then Run Memorized Reports for Each Fund (Balance Them to Total).
- Use Reports to Allocate Change-Prepare Manual Adjustment.

Statement Of Changes All Funds- Excerpt

101-860 · PENSION EXP CONTROL	
860-874 · Township Contribution	<u>9,128.07</u>
Total 101-860 · PENSION EXP CONTROL	9,128.07
101-862 · PAYROLL EXP CONTROL	
862-710 · Soc Sec Match	451.79
862-711 · Medicare Match	<u>446.03</u>
Total 101-862 · PAYROLL EXP CONTROL	<u>897.82</u>
Total 000-700 · EXPENDITURE CONTROL	<u>224,414.63</u>
Total Expense	<u>224,414.63</u>
Net Ordinary Income	30,671.32
Other Income/Expense	
Other Income	
000-401 · Emergency Services Revenue Cont	<u>138,061.93</u>
Total Other Income	138,061.93
Other Expense	
206-336 · FIRE CONTROL	
336-801 · City of Example Contract	25,461.60
336-802 · City of Cherry Contract	35,009.74
336-803 · Other Services	<u>300.00</u>
Total 206-336 · FIRE CONTROL	60,771.34
206-346 · AMBULANCE CONTROL	
346-801 · City of Example Abulan Contract	8,010.03
346-802 · City of Cherry Ambul Contract	731.00
346-803 · Village Ambulance Service	<u>28,897.35</u>
Total 206-346 · AMBULANCE CONTROL	<u>37,638.38</u>
Total Other Expense	<u>98,409.72</u>
Net Other Income	<u>39,652.21</u>
Net Income	<u>70,323.53</u>

General Fund Only Using Filter Reports

	◊ Jul '02 - Jun 03 ◊	Budget ◊
101-400 · PLNG COM CONTROL		
400-701 · Appointed Officials	2,115.00	2,000.00
400-727 · Operating Supplies	148.55	300.00
400-801 · Contractual Service	1,344.23	4,000.00
400-900 · Printing & Publishing	348.38	2,000.00
400-912 · Educational Training	0.00	500.00
400-955 · Miscellaneous	<u>0.00</u>	<u>200.00</u>
Total 101-400 · PLNG COM CONTROL	3,956.16	9,000.00
101-410 · ZNG ADM CONTROL		
410-727 · Operating Supplies	23.02	500.00
410-801 · Contractual Service	8,337.50	15,000.00
410-955 · Miscellaneous	<u>0.00</u>	<u>200.00</u>
Total 101-410 · ZNG ADM CONTROL	8,360.52	15,700.00
101-446 · ROADS & PARKSHORE LIGHT CONTROL		
446-801 · Contractual Service	57,034.40	50,000.00
446-805 · Park Shore Lights	<u>2,322.66</u>	<u>2,500.00</u>
Total 101-446 · ROADS & PARKSHORE LIGHT CONTROL	59,357.06	52,500.00
101-523 · DEFUNCT SEWER CONTROL		
523-955 · Defunct Sewer Cost	<u>0.00</u>	<u>5,000.00</u>
Total 101-523 · DEFUNCT SEWER CONTROL	0.00	5,000.00
101-860 · PENSION EXP CONTROL		
860-874 · Township Contribution	<u>9,128.07</u>	<u>12,000.00</u>
Total 101-860 · PENSION EXP CONTROL	9,128.07	12,000.00
101-862 · PAYROLL EXP CONTROL		
862-710 · Soc Sec Match	451.79	400.00
862-711 · Medicare Match	<u>446.03</u>	<u>600.00</u>
Total 101-862 · PAYROLL EXP CONTROL	<u>897.82</u>	<u>1,000.00</u>
otal 000-700 · EXPENDITURE CONTROL	<u>224,414.63</u>	<u>280,500.00</u>
al Expense	<u>224,414.63</u>	<u>280,500.00</u>
rdinary Income	<u>30,671.32</u>	<u>-55,009.00</u>
ime	<u>30,671.32</u>	<u>-55,009.00</u>

Emergency Services Only-Using Filter Reports

	◊ <u>Jul '02 - Jun 03</u> ◊	<u>Budget</u>	◊ <u>\$ Over B</u>
Other Income/Expense			
Other Income			
000-401 · Emergency Services Revenue Cont ▶	<u>138,061.93</u> ◊	<u>136,000.00</u>	—
Total Other Income	<u>138,061.93</u>	<u>136,000.00</u>	
Other Expense			
206-336 · FIRE CONTROL			
336-801 · City of Example Contract	25,461.60	26,000.00	-538.40
336-802 · City of Cherry Contract	35,009.74	34,000.00	1,009.74
336-803 · Other Services	<u>300.00</u>	<u>44,803.76</u>	<u>-44,503.76</u>
Total 206-336 · FIRE CONTROL	<u>60,771.34</u>	<u>104,803.76</u>	<u>-4</u>
206-346 · AMBULANCE CONTROL			
346-801 · City of Example Abulan Contract	8,010.03	8,000.00	10.03
346-802 · City of Cherry Ambul Contract	731.00	1,000.00	-269.00
346-803 · Village Ambulance Service	<u>28,897.35</u>	<u>30,000.00</u>	<u>-1,102.65</u>
Total 206-346 · AMBULANCE CONTROL	<u>37,638.38</u>	<u>39,000.00</u>	<u>.</u>
346-804 · Other Ambulance Services	<u>0.00</u>	<u>44,803.75</u>	<u>-4</u>
Total Other Expense	<u>98,409.72</u>	<u>188,607.51</u>	<u>-9</u>
Net Other Income	<u>39,652.21</u>	<u>-52,607.51</u>	<u>9</u>
Net Income	<u><u>39,652.21</u></u>	<u><u>-52,607.51</u></u>	<u><u>9</u></u>

Manual Journal Entry to Allocate “net income”

Date

06/30/2003



Entry No.



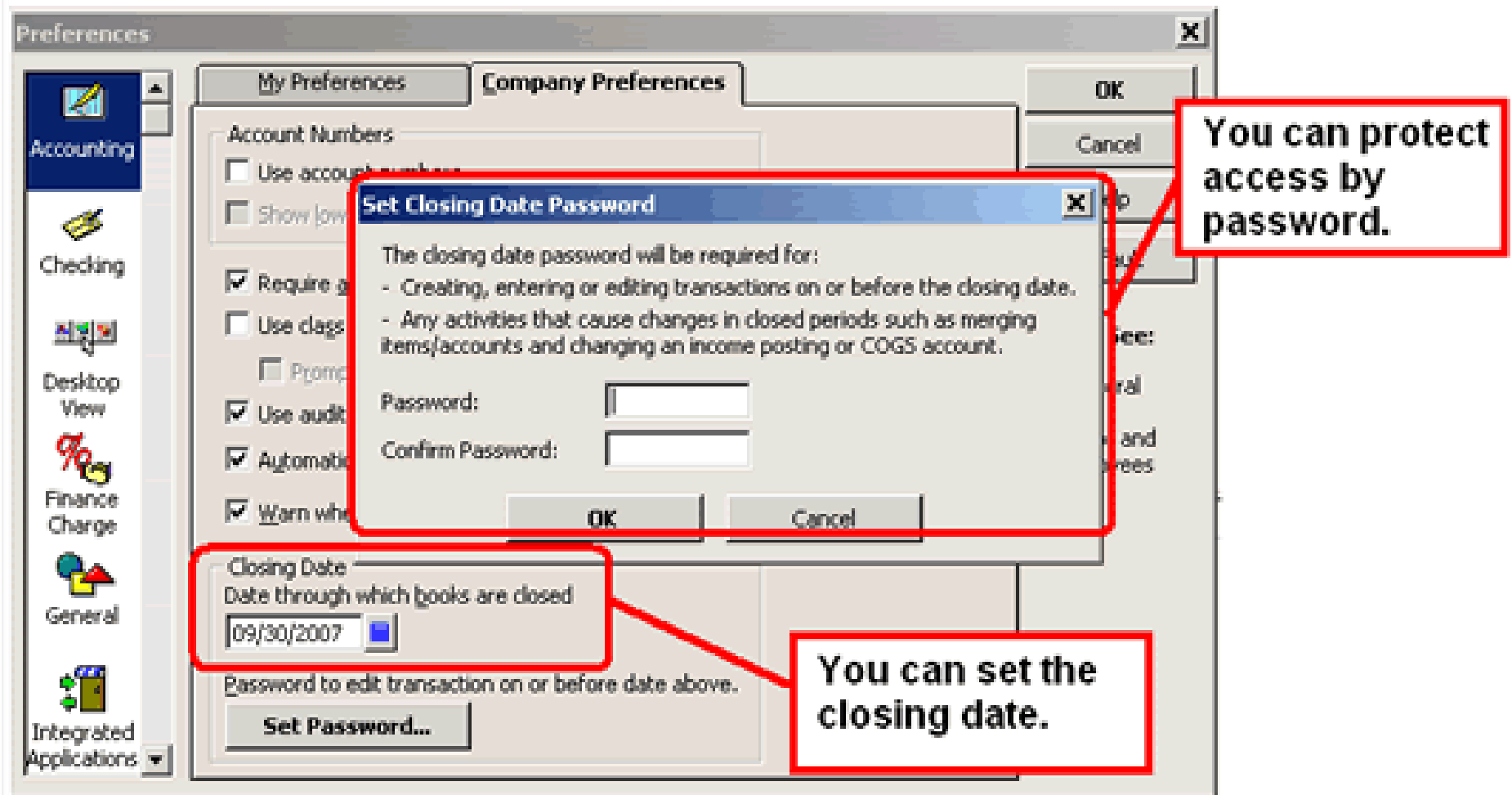
Adjusting Entry

[illegible]

Improving Internal Controls QuickBooks

- **Audit Trail**
- **Closing Passwords**
- **Employee Access**

Closing the Books. –Suggest that You Set Closing Date, Only Administrator Can Change!



Options for closing the books are found as follows: **Edit > Preferences > Accounting > Company Preferences.**

Setting User Roles-Properly Implemented on a Local Area Network, Could Mitigate Some I/C Concerns.

Set up user password and access

User Name and Password

Provide a name and an optional password for this user.

User Name:

Password:

Confirm Password:

Do you have your Caps Lock or Num Lock keys turned on?
Passwords are case-sensitive, so turning on either of these keys can affect how your password is stored.

Each user gets a unique password.

You can add new users through these menu options: **Company > Set Up Users > Add Users** and set their roles at that time.

Limiting User Roles- Administrator of the QuickBooks file can set up the user permissions to prevent users from deletes and changes within that user's role. This capability is available in any 2005 or later version of QuickBooks.

Change user password and access: Joe Employee

Sales and Accounts Receivable Page 1 of 10

Access to this area includes activities such as: entering invoices, sales receipts and sales orders, receiving payments, and writing estimates and statements.

What level of access to Sales and Accounts Receivable activities do you want to give this user?

- ☐ No Access
- ☐ Full Access
- ☒ Selective Access
 - ☐ Create transactions only
 - ☒ Create and print transactions
 - ☐ Create transactions and create reports

Prev Next Finish Help Cancel

Here the user is given permission to create and print transactions.

In each of ten screens covering different accounting areas, you can finetune a user's role.



Changing or Deleting Transactions

Page 9 of 10

Do you want this user to have the ability to change or delete transactions in the areas they have access to?

☐ Yes

☒ No

Should this user also have the ability to change or delete transactions that were recorded before the closing date?

☐ Yes

☒ No

The user's profile can restrict the ability to delete transactions.

Prev

Next

Finish

Help

Cancel

You can restrict a user from deleting or modifying a transaction.

Integrated Software Packages

- Most Programs Integrate Accounts Payable, Cash Receipts, Payroll and Property Tax Collections to the General Ledger.
- Will Allow Single Posting From Other Applications, e.g. Water Billing, Property Taxes, Special Assessments.

Third Party Payroll Processors

- Companies can Handle Payrolls All Aspects of Governmental Payroll.
- No update fees or forms to buy.
- Can do Tax Filing/Benefit Management.
- Can Result in Significant Internal Control Improvement.

Memorized Journal Entry to Book Payroll

[illegible]

Final Thoughts

If Needs Point Towards Integrated Software, You Should Migrate from QuickBooks:

- Multiple Funds
- Water Sewer or Other Utilities
- Special Assessment Districts
- Bonds

Questions?

- Call/Write (FAX) or Email, and I will Give You a Written Response-see slide one.
- If Question Applies to More than Your Situation, I will Make a Financial Forum Column Out of It!