Junior Achievement of the Palm Beaches & Treasure Coast, Inc.  
Board of Directors Meeting  
Thursday, November 16, 2017 at 8:00 A.M.  
“Teleconference”

I. Welcome & Introductions  Pete Bozetarnik

II. Minutes of the Board Meeting of October 19, 2017  Rick Stone

III. Chairman’s Report  Pete Bozetarnik

IV. Committee Reports
   A. Finance  Mark Veil
      a) Approve 990
   B. Development  Dena Kennedy
   C. Brand  Claudia Kirk Barto
   D. Education  Dr. Christiansen
   E. Board Development  Pete Bozetarnik
      a) Resignation of David Hamilton
      b) Resignation of Kim Lea
   F. Governance  John McGowan
   G. President’s Report  Claudia Kirk Barto

V. Old/New Business  Pete Bozetarnik
   a) NPF Unmet standards-Approve Accounting Manual-Discussion with electronic vote by end of month

VI. Adjourn

“Our mission is to prepare and inspire young people to succeed in a global economy through classroom programs and simulations that focus on work readiness, entrepreneurship, and financial literacy.”
I. Welcome

Pete Bozetarnik called the meeting to order at 8:06 a.m. Claudia indicated that we had a quorum.

Pete introduced Michael Simms to the board. Michael indicated that he was very excited to join JA. He talked about his business and volunteer engagement.

II. Minutes of the Board Meeting of September 21, 2017

Pete Bozetarnik asked for a motion to approve the minutes of September 21, 2017. Motion was made by Gary Hennings, seconded by Melissa Nash. All in favor, none opposed. Minutes of September 21, 2017 minutes were unanimously approved.
III. Chairman’s Report

Pete Bozetarnik

Pete, Claudia and Dena have had several discussions as the board meetings feel 100% one way with the staff giving a download of what has been accomplished in the last 30 days. This is productive but feels we are not leveraging the boards abilities. Board members have very little committee activities where they are not interacting outside of this meeting. Pete wants every board member more involved so they can report to the board each month in order to give input. Get on a committee, think where your passion lies.

The volunteer committee now has great momentum, so moving further, this will now be under the Education Committee.

IV. Committee Reports

A. Finance

Pete Bozetarnik

Pete thanked Mark Veil for all his efforts on being the Treasurer and indicated what a great job he does.

Financial Statements:

Balance Sheet: Total Assets: $258,000; Cash: $73,000, budgeted $68,800; Accounts Receivables: $174,000 made up of $150,000 from Farris Foundation and $12,500 from Publix Super Markets Charities. No collection issues; Un-deposited funds: Small amount related to Caribbean Wind; Liabilities: Almost zero; $13,000 of which $11,000 is accrued vacation time. Net assets: $285,000. Budget shows we won't have to get into our line of credit for the next 60 days. Total Revenues: $146,000; budgeted $121,000, $25,000 to the positive; Total Expenses $256,000; budgeted $247,000 – over by $9,000 timing difference from salaries and purchasing program material ahead of the budgeted time $31,000. We end with a loss of $110,000 versus a projected loss of $126,000. Positive of our budget for 3 month of $15,000. If added back in, we are ahead $30,000.

Pete Bozetarnik asked for a motion to approve the financials as presented. Motion was made by Dena Kennedy, seconded by Mary Ann DuPont. All in favor, none opposed. Financials were unanimously approved.

B. Audit FY17

Gary Hennings

Gary reported that the audit committee met with Templeton & Co. The FY17 Audit is ready for board approval today. Highlights from the audit committee for fiscal year ending 2016-2017: Net assets: increased from $240,000 to $356,000 due to grants received. We are in a good positive direction per Juan Cocuy. There were comments from last year’s audit which were addressed. In the Report to Management, last 2 pages it discussed the inconsistencies in coding of accounting transactions as well
as a change in the health flexible spending account. These has been resolved. No comments for recurring year. Staff was well organized for auditors.

Pete Bozetarnik asked for a motion to accept the FY17 Audit as presented by the Audit committee. Motion was made by Michael Becker, seconded by Melissa Nash. All in favor, none opposed. Financials were unanimously approved.

Next step, follow up in the next few months for new proposals for audit renewal as the 3 years with Templeton expires. Templeton has been great and has given back to JA but Pete feels it should go out for proposals. The 990 will be ready to submit to the state by the middle of November after board approval.

C. Development

**Play 4 JA Par 3 Golf:** Dena thanked Pete for the great event. Pete wanted to thank the board members that were represented at the Play 4 JA Golf tournament. There were 15 teams with 60 players. Revenue is just under $10,500.

**Global Entrepreneurship Week:** We had some snags with the BDB Luncheon and they have not decided on a format. Financially we don’t know how they will partner with JA. Claudia has been staying in contact. Claudia asked Michael Becker to help if he can. Rachel indicated that we have 9 schools and more anticipated and several entrepreneurs coming in.

**YES:** No update as to the next date but will take place at Outback. Kaitlyn is heading this up. Claudia introduced and welcomed Julie Katzenberg, our new development manager, who will also be engaged.

**Golf Classic:** Event is Friday, December 15th with Mark Wade as chair. It will be at Jonathans Landing, Fazio Course, Old Trail. Janice will send out the “Save the Date” to board members for sharing with their contacts and on social media. The shirts are lined up. Mark is recruiting foursomes and sponsors.

**JA Gala:** Dena indicated that they had a good first meeting with good board participation with everyone liking the flow from last year including it being a shorter venue. Currently have 2 sponsors. The Breakers who are already active and on our committee. We are honoring the CEO of the Kravis, Judy Mitchell. Northern Trust has also committed to be a sponsor.

**Grants:** Update on grants is in President’s Report. $220,000 currently pending not including Mr. Nicholson’s request. We have several new grants.
D. Brand

Rachel Kirk Barto

Rachel and Kaitlyn have been working on re-branding the program materials, volunteer flyers, impact report and before January 1st they will create a book with all our localized information. Our website will be changed as well saving us money by doing it in house by January 1st.

E. Education

Rachel Ramos

Rachel indicated that we were approved for our new partnership with the Riviera Beach CRA for $31,000 with a possible $1,500 for elementary programs. Nov. 2 will be their kick-off event with all the members the CRA works with in the community at the Riviera Beach Marina. JA BizCamp will take place there this summer. They have a lot more space with no charge to us. We will provide programming from K-12 during out of school time. We will have JA BizTown and JA Spark. They are providing their counselors from their after school programs to provide before and after care for parents.

There was an Education meeting yesterday and Dr. Christiansen suggested we attend regional meetings with the schools. The North region is the first time that we been invited. Rachel hopes that all the regions will then invite us. It was discussed when we met with the Academic Cabinet but is now coming to light. An Education chair is needed.

We have a proposal submitted to the Lake Worth CRA. They invited us to sit on their education committee. Bob and Rachel attended. They are looking at what to do now and action items. We proposed $25,000 for JA Spark for after school time. Help is needed for Job Shadowing experiences in the finance academy at John I. Leonard. Bob Cawood was just elected to the JIL advisory board.

F. Board Development

Pete Bozetarnik

Pete presented Curtis James his information is in the packet. He is an Aeronautical Engineer with Lockheed Martin, Sikorsky. His resume is attached.

Pete Bozetarnik asked for a motion to accept Curtis James to the Board. Motion was made by Dena Kennedy, seconded by Michael Simms. All in favor, none opposed. Curtis James was accepted unanimously to the Board of Directors.

David Hamilton resigned because BB&T is relocating him to Charleston. BB&T will continue to be the bank of JA BizTown for the next 3 years. David would like to get involved in Charleston and Claudia will make the introduction. Claudia thanked David for all his hard work and efforts and Pete also thanked him and Dr. DuPont for moving our education committee forward.
G. Governance

Pete indicated that every 3 years we are required to review our By-Laws. In front of everyone are sections from the By-Laws that need to be adjusted and to also get them in line with the latest template in which JA USA would like and our minor modifications.

Claudia indicated that an email came late last night between Jackie Dant and John McGowan about section 5.2 that is not in this amendment relating to the approval of contracts under $50,000. Claudia will connect with Jackie and John.

Pete Bozetarnik asked for a motion to approve the amendment to our By-Laws that are presented with a note that we may make one more adjustment. Motion was made by Melissa Nash, seconded by Michael Becker. All in favor, none opposed. The amendment to the By-Laws that are presented with a note that one more adjustment could be made has been unanimously approved.

H. President’s Report

Claudia had lunch with Andrew Duffell at FAU Research Park. Claudia said that we will have students and volunteers at Tech Runways event thanks to the support of Marti Latour. Claudia asked for additional leads.

V. Old and New Business

A) NPF Unmet Standards: They will be tabled until November.

B) Update on Claudia’s Review: It is completed. Highlights were landing new donors, new grants, strong team.

VI. Adjourn

Pete Bozetarnik asked for a motion to adjourn. Motion was made by Melissa Nash, seconded by Michael Simms. All in favor, none opposed, meeting was adjourned at 8:56 a.m.

Minutes recorded via: iMeet and transcribed by: Janice Geary

Date: November 2, 2017

Signature: _________________________________

Board Secretary Approval: Print Name __________________ Date: ___________

Signature: _________________________________
# Balance Sheet

**Junior Achievement of the Palm Beaches & Treasure Coast, Inc**

**As of October 31, 2017**

### ASSETS

**Current Assets**

- **Checking/Savings**
  - 1000 · Cash & Equivalents: $30,905.36
  - 1100 · Petty Cash: $435.57
- **Accounts Receivable**
  - 1200 · *Accounts Receivable: $164,565.00
- **Total Checking/Savings**: $31,340.93
- **Total Accounts Receivable**: $164,565.00
- **Total Current Assets**: $195,905.93

**Fixed Assets**

- **Furniture, Equipment & Computer**
  - 1400 · *Furniture, Equipment & Computer: $7,374.58
- **Total Fixed Assets**: $7,374.58

**TOTAL ASSETS**: $203,280.51

### LIABILITIES & EQUITY

**Liabilities**

- **Current Liabilities**
  - 2000 · *Accounts Payable: $12,575.80
  - **Total Accounts Payable**: $12,575.80
  - **Credit Cards**
    - 2010 · Business Credit Card: $1,797.24
    - 2060 · Publix Card - 0078: $13.80
  - **Total Credit Cards**: $1,811.04
  - **Other Current Liabilities**
    - 2100 · Payroll Liabilities: $-2,638.53
    - 2170 · Accrued Liabilities: $11,349.14
  - **Total Other Current Liabilities**: $8,710.61
  - **Total Current Liabilities**: $23,097.45

**Equity**

- 3300 · Restricted Fund - General: $223,860.20
- 3500 · Unrestricted Fund Balance: $509,087.34
- 3600 · Unrestricted Retained Earnings: $-376,481.98
- **Net Income**: $-176,282.50
- **Total Equity**: $180,183.06

**TOTAL LIABILITIES & EQUITY**: $203,280.51
### Junior Achievement of the Palm Beaches & Treasure Coast, Inc

#### Profit & Loss COLLAPSED

**July through October 2017**

<table>
<thead>
<tr>
<th></th>
<th>Oct 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>Jul - Oct 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<td><strong>Income</strong></td>
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<td>4200 · Foundations</td>
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<td>4300 · Special Events Gross</td>
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<td>17,500.00</td>
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<td>4600 · Grant Income</td>
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<td>21,667.00</td>
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<td>101,238.27</td>
<td>118,147.00</td>
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<td>4700 · Clubs &amp; Organizations</td>
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<td>3,067.51</td>
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<td>4800 · Tuition &amp; Fees</td>
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<td>400.00</td>
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<td>4885 · Franchise Fee</td>
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<td>-4,017.00</td>
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<td><strong>Total Income</strong></td>
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<td><strong>Expense</strong></td>
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<td>5000 · Salaries/Taxes/Benefits/Train</td>
<td>47,015.95</td>
<td>54,725.00</td>
<td>-7,709.05</td>
<td>199,093.45</td>
<td>232,123.00</td>
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<td>5500 · Consulting/Professional Fees</td>
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<td>2,550.00</td>
<td>663.02</td>
<td>26,518.08</td>
<td>17,500.00</td>
<td>9,018.08</td>
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<td>6000 · Repairs &amp; Maint/Computer Servic</td>
<td>1,480.44</td>
<td>2,542.00</td>
<td>-1,061.56</td>
<td>8,806.11</td>
<td>10,168.00</td>
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<td>6500 · Programs and Program Support</td>
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<td>10,744.00</td>
<td>6,876.48</td>
<td>76,103.15</td>
<td>37,463.00</td>
<td>38,640.15</td>
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<td>7000 · Office/Postage/Printing/Outside</td>
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<td>5,869.00</td>
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<td>18,683.03</td>
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<td>7500 · Other G &amp; A Expenses</td>
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<td>1,032.00</td>
<td>533.53</td>
<td>3,760.26</td>
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<td><strong>Total Expense</strong></td>
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<td><strong>Net Ordinary Income</strong></td>
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<td>-43,537.00</td>
<td>-21,522.38</td>
<td>-176,282.50</td>
<td>-169,789.00</td>
<td>-6,493.50</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>-65,059.38</td>
<td>-43,537.00</td>
<td>-21,522.38</td>
<td>-176,282.50</td>
<td>-169,789.00</td>
<td>-6,493.50</td>
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Claudia,

Good Afternoon.

Please accept this email as my resignation from the Junior Achievement of Palm Beach County and The Treasure Coast, Inc.’s board of directors. In my role at BB&T in Charleston, SC I will no longer be able to serve as a board member. I very much enjoyed my time with JA and am very proud of our accomplishments over the last 6 years.

Regards,

David Hamilton
Senior Vice President
Corporate Banking – South Carolina
151 Meeting St.
Charleston, SC 29401
(843) 720-5127 (direct line)
(561) 234-0625 (mobile)
BB&T
Thanks for meeting with me today. As I mentioned, I am having some family matters that will take my attention away from outside activities for the foreseeable future. For this reason, I feel it makes sense to step down from my seat on the JA Board. I am happy to continue our relationship and connection to the University in all ways possible. Please don’t not hesitate to reach out if you need anything from me or my team.

Thanks

K

Kimberly K. Lea, Ed. S.
President
Keiser University, West Palm Beach Campus

2085 Vista Parkway
West Palm Beach Florida 33411
561-471-6000
<table>
<thead>
<tr>
<th></th>
<th>NAME</th>
<th>DATE</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
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<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>Amidon, Roger</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Singer Island Marriott &amp; Spa, General Manager-Claudia reached out in Nov. 2015 for meeting. He is on Forest Hill Advisory Board. Met on August 30th, will follow up.</td>
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<tr>
<td>3</td>
<td>Aube, Jason</td>
<td>Oct. 2017</td>
<td></td>
<td></td>
<td>Claudia has a meeting with Jason from BB&amp;T on Nov. 17th.</td>
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<td>4</td>
<td>Cardenas, Joe</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>New entrepreneur—Was with BB&amp;T—Referral of Melissa Nash &amp; David Hamilton—Claudia will follow up with both Melissa and David. Will engage him in GEW.</td>
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<td>5</td>
<td>Deese, John</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Claudia will circle back at the end of February. John attended WARS &amp; will remain a supporter but won’t be moving forward in the process. Claudia checked in again on 9/21.</td>
</tr>
<tr>
<td>6</td>
<td>Dodge, Dusty</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Banker-Claudia is circling back to set up another meeting.</td>
</tr>
<tr>
<td>7</td>
<td>Duffell, Andrew</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Mr. Duffell is from FAU Research Park. Claudia had a lunch meeting on 10/19.</td>
</tr>
<tr>
<td>8</td>
<td>Goldstein, Gabriel</td>
<td>Feb-17</td>
<td></td>
<td></td>
<td>He is participating in GEW &amp; has been teaching JA classes. Attended STEAM lunch on Feb. 1st and MADS 3/10-coffee on 5/9/17</td>
</tr>
<tr>
<td>9</td>
<td>Kohlhoff, Margo</td>
<td>May-18</td>
<td></td>
<td></td>
<td>Looking for a new board to join. Claudia has worked with her in the past as committee and board member of other organizations. A meeting is being set up in Nov. Currently traveling.</td>
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<tr>
<td>10</td>
<td>LaBanz, LeeAnne</td>
<td>Feb-17</td>
<td></td>
<td></td>
<td>Co-Chair of Education Committee &amp; still contemplating board engagement</td>
</tr>
<tr>
<td>11</td>
<td>Magar, Mary Lynn</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Claudia will reach out after session in May. Nick Romanello initial contact.</td>
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<tr>
<td>12</td>
<td>Mathé, Michael</td>
<td>Apr-17</td>
<td></td>
<td></td>
<td>Claudia circled back with Michael in September and he is still traveling extensively. Still interested, asked to serve on the Golf Committee</td>
</tr>
<tr>
<td>13</td>
<td>Price, Alex</td>
<td>Mar-17</td>
<td></td>
<td></td>
<td>Erik Kirk suggested Alex. He is the Comcast VP of Gov &amp; Regulatory Affairs for Florida. Claudia is trying to meet up with him but with little success.</td>
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<tr>
<td>14</td>
<td>Searcy, Darrell</td>
<td>Jul-17</td>
<td></td>
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<td>Claudia met with Darrell from Chandler Campbelle &amp; Daschle on 3.30. Darrell is a referral of John Fischetti. Pete &amp; Claudia then met him for lunch on 5.11.17. Will join the board. Claudia will follow up.</td>
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<tr>
<td>15</td>
<td>Weber, Tom</td>
<td>Mar-17</td>
<td></td>
<td></td>
<td>Claudia met with him and discuss him coming back on our board. He is now working with United Franchise Group as the President of Venture X. He will come back in FY18/19 after his chairmanship of Children Services Council.</td>
</tr>
</tbody>
</table>

Updated: November 8, 2017
K.P.A. #1 Student Impact

2016-17 Student Impact Total: 21,839  
2017-18 Student Impact Goal: 25,000

Our current student number is 522  
Our current contact hours are 2,786

K.P.A. #2 Programs and K.P.A. #3 Volunteers

Global Entrepreneurship Week starts Monday November 13th. 10 schools are signed up to participate with over 20 presentations.
- Forest Hill HS
- John I. Leonard HS
- Lake Worth HS
- Palm Beach Central HS
- Palm Beach Gardens HS
- Royal Palm Beach HS
- Seminole Ridge HS
- William T. Dwyer HS
- Everglades Prep Academy
- Inlet Grove HS

The Stiles-Nicholson Foundation will be presenting their contribution on Nov 14th at Palm Beach Central HS. David Wantman, President of WGI, Inc., is the presenter that day.
Claudia met with Barry Rabkin founder of Raw Juce. There is no spot during GEW so he will go to schools in the Gardens area, then wants to partner with Dade, Broward and Palm Beach since that is his footprint.
Felix A. Williams ES in Jensen Beach will be participating in a JA Day on Friday 11/10 with HSH from Jensen Beach HS.
State Farm will be present for a check presentation.
Westward ES in WPB will be participating in a JA Day on Friday 11/10 with HSH from Palm Beach Lakes HS.
Palm Springs ES in Lake Worth will be participating in a JA Day on Tuesday November 14th with HSH from Palm Beach Lakes HS.
Hope Centennial in WPB will be participating in a JA Day on Wednesday November 15th with HSH from Palm Beach Lakes HS.
Palm City Elementary Training took place on 10/23 they will be participating in JA school wide, with full parent participation.
Pine Jog Elementary will be starting our JA More Than Money program with their aftercare and will participate in JA BizTown in May.
33 schools have currently booked JA BizTown for the 17-18 school year, an increase from last year.
Lake Worth High School will participate in Career Success Express on Friday 11/10.
Hosted JA Pivot held at Keiser University funded by Farris Foundation.

Partnerships and Collaboration:

Statistical programmatic information will be shared with Dr. Christiansen on a monthly basis in order to keep the District up to date and aware of trends in delivery of service.
The team met with the Science Center & Aquarium to discuss JA BizTown sponsorship and opportunities to partner on the introduction of STEM careers.
Inlet Grove HS asked us to join their Career Academies Advisory Board to help develop academies and bring in JA to their students.
Rachel and Bob will meet with the Executive Director of Marine Industries that will begin their partnership with IG.
Bob met with Larry Ornstein, from SCORE. They will provide volunteers and learning materials for our high school programs.
The team presented at the SDPBC North Region High School and Middle School Principals Meetings.
Joining Royal Palm Beach High School Fall Career Academies Advisory Board (11/8).
Attending South Tech Academy Leadership Summit (11/9)
Claudia met with the Business Advisory Board at Forest Hill High School.
Rachel and Bob met with the Town of Lake Park Mayor and Town Manager to discuss program implementation. A proposal was sent to them to fund JA SPARK for the Summer ($10,000).
The proposal for out of school time programming was approved by the Riviera Beach CRA. The Open house event is scheduled for Nov 27th from 5:30p-7:30p.

Claudia attended the United Way’s Executive Directors’ Council Meeting.

Claudia and Bob attended the STEM Education Council Meeting at the DoubleTree in Palm Beach Gardens.

Claudia and JA Students attended the FAU Tech Runway Maverick Reception with George Elmore and Marti Latour hosting us.

Claudia had a conference call with Leadership Palm Beach County regarding a recruitment discussion on community outreach.

Claudia chaired the City of WPB Education Advisory Committee meeting and was working to have city officials do JA in a Day at Northmore. Presenting an update to the City commission 11/20 from EAC.

Bob attended the PB North Chamber Education committee Palm Beach North Chamber at the Benjamin School.

Tom Weber set lunch with Mike Horwitz, Keller Williams trainer. They will look to volunteer in May for Red Day.

**K.P.A. #4 Board Development**

Claudia met with Ken Carter, Melissa Nash, Joey Davis, and Kim Lea to discuss their FY18 commitment and participation with JA.

Jason Aube and Claudia are meeting to discuss joining the JA board to take David Hamilton’s place in representing BB&T.

Met with Andrew Duffell, FAU Research Park per Tom Weber. He would like to partner but not come on the board at this time.

**K.P.A. #5 Funding**

**Grants/Foundations**

**RECEIVED**

- HSBC: $2,500
- BB&T $12,500
- Seaside Bank $3,000
- Rivera Beach CRA $31,000
- Mary Alice Fortin $25,000

**PENDING**

- FedEx: $20,000
- Singing for Change: $10,000
- Charles Lafitte: $20,000
- Cisco $10,000
- James M Cox Foundation $15,000
- McKeen $15,000
- State Farm $5000
- Stiles-Nicholson Foundation $120,000
  - Lynn and David Nicholson met with Claudia to discuss proposal
- TD Ameritrade $10,000
- Peres Leadership Program $600
- Lake Worth CRA $25,000
- Lake Park $10,000
- Iberia Bank $5,000
- Honda Classic Cares $10,000

**DENIED**

- Lost Tree Foundation: $15,000
- Charles M. & Mary D. Grant Foundation: $40,000
- Coca Cola $10,000
- Impact 100 PBC: $100,000
**Annual Appeal**
One donation was received from the appeal.
Clare O’Keeffe and Claudia met for lunch to discuss funding for FY 18.

**Special Events**

**GEW Luncheon**
BDB is postponing the luncheon so we will host a photo op with the SNF. They said they owe us!
$25,000 request in to Stiles Nicholson Foundation.

**Caribbean Wind**
Lots of interest. Location and date confirmed.
Ran listing in the PB Charity Register.
Claudia, Deana Pizzo and Rikki Bagatell met to discuss event and committee.

**JA Gala**
The Breakers sent in their Bronze Sponsorship.
Proposals out to Northern Trust, Tesla, SNF and Sandy Hill Foundation.
The committee met via conference call next meeting 11/14 at the Kravis.

**M.A.D. Science Reception**
Claudia had a call with Amy from Tesla regarding sponsorship.
Secured Scripps as the venue for the March 8th reception.
Actively recruiting judges for PBC Regional Science & Engineering Fair 12/14.

**Golf Classic**
Claudia, Julie and Mark Wade met to discuss the details of the upcoming golf classic.
Expanded the golf committee meeting.
The golf committee met, hosted by Mark Wade.
Save the Date was distributed to past participants.

**New Sponsorship Packages**
Went out for the JA Golf Classic to AutoNation Cadillac but was denied.
Went out for the JA Golf Classic to Tesla.
Went out to the Broken Star Foundation at the request of a committee member.

**JA Young Professionals**
The young professional group met at Outback Steakhouse-Palm Beach Gardens, thank you Ken Carter for providing the food and Welonne Renoir for attending. Plans for the next meeting are underway.

**K.P.A. #6 Brand**
All marketing material has been updated.
Staff now have mini laptops for use during their volunteer training and meetings with schools, teachers, community members and donors. The use of the laptops will reduce the cost associated with printing and elevate our presentation.
The updated JAPBTC website is still in the planning phase. The cost associated for using a web developer has been incorporated in to the Stiles-Nicholson proposal.
All social media continues to be updated.
Actively recruiting for interns.
We have our listings in the Palm Beach Charity Register and Palm Beach Date Book just published.
Press releases out for GEW.
State Farm photo op with Jensen Beach HS heroes.
Play 4 JA photos send to Shiny Sheet and others.
Kelly Shoaf and Claudia met to discuss getting engaged with JA. Claudia attended the Partners Celebration for Bank of America at the Kravis. Claudia attended Keiser’s 40th Anniversary Reception at their flagship campus. Attended the PBCSD “Showcase of Schools” at the South Florida Fairgrounds. Claudia was the “Principal for a Day” at Palm Beach Gardens Elementary.

**K.P.A. #7 Staff K.P.A. and #8 Operations**
Julie Katzenberg has been forced to take a leave due to medical reasons. Her last day of employment was October 31, 2017.
Rachel and Kaitlyn will attend the JA Southern Regional conference in Tennessee at the end of November.
Claudia continues her seminars with the Jim Moran Institute, graduation is 11/16.
Met with Stephanie Langlais met to discuss working part-time on upcoming events.
Kaitlyn completed her JA USA Monday Morning Leadership webinar series.
A pro bono Florida employment lawyer is still need for JAPBTC to replace Keith Sonderling, Gunster who is now at Dept. of Labor.

**K.P.A. #9 Governance**
John McGowan and Claudia had a conference call to discuss the By-Laws review and Employee Handbook update.
JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC.

ACCOUNTING MANUAL
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1.0 BACKGROUND INFORMATION

Tax Status & Purpose

The following manual is a description of the accounting system and responsibilities for the accountant of Junior Achievement of the Palm Beaches & Treasure Coast Inc. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. (JAPBTC) is a not-for-profit organization incorporated as a 501(c)(3) organization. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is registered with the Secretary of State in Florida with a fiscal year end of June 30. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is also registered with the Florida Department of Agriculture and Consumer Services to raise funds from the general public. The articles of incorporation state that the purpose of the Junior Achievement of the Palm Beaches & Treasure Coast, Inc. shall include:

1) To conduct an educational program to enhance the knowledge of the American free enterprise economic system among K-12 students by affording them an opportunity to participate in activities paralleling the operation of a business corporation, and to teach such students the underlying principles of the American economic system through a learn by doing education program.

2) To do everything lawfully permitted a Florida corporation not for profit that is not in conflict with these Articles or applicable law including, but not limited to, pertinent provisions of the Internal Revenue Code.

In accordance with IRS Code section 501(c)(3) the Junior Achievement of the Palm Beaches & Treasure Coast Inc. is organized and operates exclusively for the exempt purpose as described in Form 1023, the application for exemption. In compliance with the restrictions on organizations qualifying under the 501(c)3 code:

- No part of the net earnings of the organization may inure to the benefit of any private shareholder or individual.
- No substantial part of the activities of the organization may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying).
- The organization may not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Service Area

The primary service areas includes Palm Beach, Martin, St. Lucie and Hendry Counties.
2.0 DIVISION OF RESPONSIBILITIES

The following is a list of personnel who have fiscal and accounting responsibilities:

**Board of Directors**

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews President's performance annually and establishes the salary
4. Executive Committee members are authorized signers on the bank accounts
5. Reviews and approves all contracts over ($50,000)
6. Reviews and approves all non-budgeted expenditures over ($5,000)
7. Reviews and advises staff on internal controls and accounting policies and procedures
8. Determines whether the organization should have an audit and, if so, chooses and contracts with the auditor

**President/Chief Executive Officer**

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. Reviews and approves all contracts under ($50,000)
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Is on-site signatory for all bank accounts
8. Opens all bank statements, reviews for any irregularities. Oversees the adherence to all internal controls
9. Approves all program expenditures in collaboration with program staff
10. Reviews and approves all reimbursements and fund requests
11. Processes all inter-account bank transfers
12. Oversees expense allocations
13. Initiates donor thank you letter acknowledgements

**Treasurer**

1. Monitors budgets
2. Reviews and manages cash flow
3. Assists President with the development of annual and program budgets
4. Monitors grant reporting and appropriate release of temporarily restricted funds
5. Monitors and makes recommendations for asset retirement and replacement
6. Reviews, revises, and maintains internal accounting controls and procedures
7. Reviews completed monthly bank reconciliations
8. Reviews all financial reports

**Accountant**
1. Overall responsibility for data entry into accounting system and integrity of accounting system data
2. Processes invoices and prepares checks for signature
3. Processes payroll
4. Maintains general ledger
5. Prepares monthly and year-end financial reports
6. Reconciles all bank accounts
7. Manages Accounts Receivable
8. Processes all payrolls
9. Reviews all incoming and outgoing invoices
10. Reviews and replenishes the petty cash fund
11. Receives and opens all incoming accounting department mail except bank statements
12. Monitors and manages all expenses to ensure most effective use of assets
13. Assists President with the development of annual and program budgets

**Office Administrator**
1. Makes bank deposits
2. Mails vendor checks
3. Manages the petty cash fund
3.0 CHART OF ACCOUNTS

**Assets**

- Assets ........................................ 1000
- Cash Accounts ............................. 1000
- Receivable Accounts ................... 1200
- Prepaid Accounts ....................... 1300
- Furniture & Equipment ............... 1400

**Liabilities**

- Liabilities .................................. 2000
- Current Accounts Payable ........... 2000
- Accrued Payroll & Payroll
  - Taxes Payable .......................... 2100
- Accrued Liabilities ..................... 2170
- Mortgages and Notes
  - Payable ................................... 2200

**Net Assets (Fund Balance)**

- Net Assets .................................. 3000

**Revenues**

- Revenues .................................. 4000
  - Contributed Revenue ................. 4000-4299
  - Special Events Revenue .......... 4300-4449
- Program Revenue ........................ 4500-4865
- Other Revenue ........................... 4875

**Expenses**

- Expenses ................................ 5000-7999
  - Personnel Expenses ............... 5000
  - Office Expenses ..................... 7000
  - Building Expenses ................. 7000
- Program Expenses .................... 6500
- Other Expenses ....................... 7500
Class List

Development & Fundraising .... 01

........................................... Special Events
........................................... Caribbean Wind
........................................... Play 4 JAPBTC
........................................... Golf
........................................... Bowling
........................................... Golf Classic
........................................... JAPBTC Gala

General & Administrative ....... 02

Programs............................... 03

........................................... Afterschool
........................................... Elementary
........................................... Middle School
........................................... High School
........................................... High School Heroes
........................................... JAPBTC Girls
........................................... Pivot & Pitch
........................................... JAPBTC Spark
........................................... Experiential Education
........................................... JAPBTC BizCamp
........................................... JAPBTC BizTown
........................................... Finance Park
4.0 ACCOUNTING PRINCIPLES & PROCEDURES

Policies

- The accounting principles of JAPBTC will be consistent with all applicable laws. These include: Generally Accepted Accounting Principles, Statements of Financial Accounting Standards Numbers 93, 116 and 117, SOP 87-2 on Joint Costs, SOP 94-2 on the applicability of the accounting rules to nonprofits, and SOP 98-3 on accounting for federal awards.
- Certain procedures resulting from these accounting pronouncements and releases are discussed below.

Procedures

Revenue Recognition

Contributions will be recorded as revenue in the period received or the period in which a pledge is received. Any pledges receivable will be closely reviewed each month to determine whether the amount is still collectible and whether the balance of the pledges receivable is adequately reserved with the allowance for doubtful pledges.

Grants which are classified as exchange transactions with the grantor will be recognized as revenue when the grant money is earned. This will generally be determined by the costs reportable to the grantor. Each restricted grant will be set up as a separate cost center to allow for accurate and consistent recording of the expenses of each grant.

Matching of Revenues and Expenses

In order to present accurate and consistent financial statements, the revenues and expenses attributable to each period will be reflected in that period to the degree possible. The sections on month and year end procedures review this in greater detail. Generally, all entries required to accurately reflect the revenues and expenses of each period will be made in that period.

The organization records transactions on the accrual basis of accounting.

Fixed Assets and Depreciation

The general capitalization policy is that all equipment and other fixed assets costing in excess of $500 will be recorded as an asset. To determine if a repair or improvement will need to be capitalized, the following additional factor needs to be considered: does the expenditure extend the useful life of the asset repaired or improved? For example, painting would not be capitalized, but replacing the boiler or repairing the roof would be capitalized, if the dollar value was in excess of $500.
All capital assets will be depreciated over their estimated useful lives. The straight line basis will be used, with depreciation charged beginning in the month that the asset is placed in service. Some sample estimated lives are:

- Computers and related equipment -- 3 years
- Office furniture -- 5 years
- Building and building improvements -- 40 years
- Parking lot and landscaping -- 10 years

All capital assets purchased with grant or other restricted funds will be cataloged.

**Donated Materials and Services**

Generally donated materials, assets and services will not be recorded in the accounting records.

In order to comply with the rules of SFAS 116, certain services would be recorded as revenues and expenses. Such services would be those professional services which we would otherwise have paid for which were provided by a person whose work would normally include providing those services.

Any donated assets which would meet the definition to be capitalized, will be recorded as revenue and as a fixed asset.

**Data Cutoff**

In order to meet the deadlines for producing reports, the gathering of information to use in making the month end entries must be cutoff by a certain date.

The monthly financial statements are due to the Board by two weeks after the month end. For these reports a cutoff of one week will be used. Any payables or other information not available by one week after a month end will be classified in the next period. The Accountant may need to use estimates if final information is not available on a significant additional transaction.

The year-end financial statements are due to the Board six weeks after year end. For these reports a cutoff of four weeks will be used. Since the year end is the most important period cutoff, the general ledger will continue to be held open for additional material transactions through the conclusion of the financial audit fieldwork.
5.0 COMPLIANCE

Policies

- In order to continue receiving government grants and restricted donations, JAPBTC must have systems in place to ensure compliance with the restrictions imposed by those grants and restricted donations.
- The Accountant is designated as JAPBTC's compliance officer and will be responsible for overseeing the compliance with all applicable grant restrictions.
- The President will be responsible for communicating the nature of all donor restrictions to the Accountant. This information will be used to ensure that the General Ledger restricted donations account will reflect the restricted donations and the spending of those restricted amounts, as appropriate.

Procedures

Compliance Committee

A compliance committee will be chaired by the Accountant and consist of the President and primary program personnel. The Accountant will be responsible for discussing new compliance requirements in the grants which fund the programs with the committee. The Accountant will be responsible for preparing a report documenting how we will be ensuring compliance with grant rules in each grant program. The Accountant will also produce a similar report for overall compliance procedures of the agency. These reports, plus any correspondence with granting agencies regarding compliance issues, will be kept in a central compliance file.

The compliance committee will also oversee the maintenance of grant files. The grant files will contain the final signed copy of the grant, any addenda, and correspondence.

Restricted Donations

The President will maintain a record of all restricted donations in the donor database so that periodic reports of the year's cumulative restricted donations can be produced. When a restriction has been satisfied, that will be noted in the database. If appropriate, the President will be responsible for communicating the satisfaction of the restriction to the donor.

The President will forward copies of each month's new and outstanding restricted donations to the Accountant. The Accountant will create a journal entry each month to ensure that the restricted donations are correctly presented in the financial statements.
6.0 BUDGETING

Policies

- The Board of Directors is responsible for guiding the budget process and for approval of the annual budget.
- The President and Accountant will be responsible for preparing the proposed budget.

Procedures

The responsibility for each area of the budget is as follows:

President -- Program revenues and expenses, fundraising revenues and expenses, donations revenue, operations expenses, and capital budget.

Accountant -- Accounting expenses, investment income, and projected balance sheet.

Board Treasurer -- Board and committee expenses.

After completion and approval of the budget by the Board of Directors, the budget will not be modified for subsequent activities.

The budget is created in an excel document and once approved it is entered in QuickBooks. The budget needs to be approved by the board at the May board meeting.

Budget Timeline is as follows:

January  Begin budget preparation
February Review budget with President and Department heads
March Review budget with Treasurer
April Budget goes to finance committee
May Budget goes to Board Meeting for final approval
June Budget is entered in QuickBooks for the new fiscal year
7.0 COMPUTER AUTHORIZATION AND BACKUP

Policies

- The accounting computer and software will have access controlled by passwords. The President will control the master password. The Accountant will be given a complete system password and will control which other personnel will be given passwords.
- The accounting computer will be backed up regularly. The Accountant is responsible for carrying out this backup.
- The Accountant is responsible for maintaining the disaster recovery plan for the accounting software and for periodically testing the plan.

Procedures

Passwords

The Accountant will maintain a record of all authorized users and the level of password access each user has. Passwords will be changed once each year in June.

Backup

The back-up procedures are designed to maintain records of various periods until that period is closed.

An annual tape backup will be maintained of the accounting data prior to the close. This tape will be maintained until the subsequent year accounting data is backed up and closed.

A monthly tape backup will be maintained of the accounting data for each month until that month is again backed up the subsequent year.

A weekly tape backup will be maintained of the accounting data for each week, as of Friday evening until that week is backed up the subsequent month.

A daily tape backup will be maintained of the accounting data for each day that work is performed until that day is backed up the following week.

A copy of all tapes will be kept in a fireproof tape safe in the office. A copy of the annual and monthly tapes will be taken home by the Accountant for storage. The President and the Accountant will have keys to the fireproof safe.

The Accountant will ensure that the appropriate backups are made at the end of each day.

Disaster Recovery

In the event of the serious damage to the offices of JAPBTC arrangements have been made to process certain accounting records at the offices of ABC Nonprofit located across town. Since the disasters we are anticipating would be localized in nature, such as fire or tornado damage, we have not set up recovery plans with other agencies in another part of the State.
ABC Nonprofit has agreed to provide us with one workstation and desk with access to their printers. In exchange we have agreed to provide them with the same services in the event of disaster at their offices. We are required to provide one business days’ notice so that they may arrange the items we will need to use.
8.0 ACCESS TO RECORDS AND RECORD RETENTION

Policies

- The records of JAPBTC are generally open to public inspection due to IRS rules, open records laws and the spirit of public service. However, certain information is not open to public examination and may only be released with the permission of the President. Questions in this area are to be resolved by the President. If the answer to a request is unclear the President may contact JAPBTC's attorney for a consultation.

- Record retention is governed by various rules, statutes of limitations and common sense. Certain documents must be retained indefinitely, while others may have little use after a year.

Procedures

**Corporate Records**

- Annual Reports to Secretary of State/Attorney General: Permanent
- Articles of Incorporation: Permanent
- Board Meeting and Board Committee Minutes: Permanent
- Board Policies/Resolutions: Permanent
- By-laws: Permanent
- Construction Documents: Permanent
- Fixed Asset Records: Permanent
- IRS Application for Tax-Exempt Status (Form 1023): Permanent
- IRS Determination Letter: Permanent
- State Sales Tax Exemption Letter: Permanent
- Contracts (after expiration): 7 years
- Correspondence (general): 3 years

**Accounting and Corporate Tax Records**

- Annual Audits and Financial Statements: Permanent
- Depreciation Schedules: Permanent
- General Ledgers: Permanent
- IRS 990 Tax Returns: Permanent
- Business Expense Records: 7 years
- IRS 1099s: 7 years
<table>
<thead>
<tr>
<th>Category</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entries</td>
<td>7 years</td>
</tr>
<tr>
<td>Invoices</td>
<td>7 years</td>
</tr>
<tr>
<td>Petty Cash Vouchers</td>
<td>3 years</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>3 years</td>
</tr>
<tr>
<td>Credit Card Receipts</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank Records</td>
<td></td>
</tr>
<tr>
<td>Check Registers</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bank Deposit Slips</td>
<td>7 years</td>
</tr>
<tr>
<td>Bank Statements and Reconciliation</td>
<td>7 years</td>
</tr>
<tr>
<td>Electronic Fund Transfer Documents</td>
<td>7 years</td>
</tr>
<tr>
<td>Payroll and Employment Tax Records</td>
<td></td>
</tr>
<tr>
<td>Payroll Registers</td>
<td>Permanent</td>
</tr>
<tr>
<td>State Unemployment Tax Records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Earnings Records</td>
<td>7 years</td>
</tr>
<tr>
<td>Garnishment Records</td>
<td>7 years</td>
</tr>
<tr>
<td>Payroll Tax returns</td>
<td>7 years</td>
</tr>
<tr>
<td>W-2 Statements</td>
<td>7 years</td>
</tr>
<tr>
<td>Employee Records</td>
<td></td>
</tr>
<tr>
<td>Employment and Termination Agreements</td>
<td>Permanent</td>
</tr>
<tr>
<td>Retirement and Pension Plan Documents</td>
<td>Permanent</td>
</tr>
<tr>
<td>Records Relating to Promotion, Demotion or Discharge</td>
<td>7 years after termination</td>
</tr>
<tr>
<td>Accident Reports and Worker’s Compensation Records</td>
<td>5 years</td>
</tr>
<tr>
<td>Salary Schedules</td>
<td>5 years</td>
</tr>
<tr>
<td>Employment Applications</td>
<td>3 years</td>
</tr>
<tr>
<td>I-9 Forms</td>
<td>3 years after termination</td>
</tr>
<tr>
<td>Time Cards</td>
<td>2 years</td>
</tr>
<tr>
<td>Donor Records and Acknowledgement Letters</td>
<td>7 years</td>
</tr>
<tr>
<td>Grant Applications and Contracts</td>
<td>5 years after completion</td>
</tr>
<tr>
<td>Legal, Insurance and Safety Records</td>
<td></td>
</tr>
</tbody>
</table>
Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

JAPBTC of the Palm Beaches records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the organization’s operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

JAPBTC of the Palm Beaches’ President is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the organization and its employees and possible disciplinary action against responsible individuals. The President and finance committee will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.
9.0 MAINTENANCE OF ACCOUNTING POLICIES AND PROCEDURES MANUAL

Policies

- The accounting policies and procedures manual is critical to the accounting function of JAPBTC
- The Accountant is responsible for maintaining the manual.
- All proposed changes must be approved by the Accountant and by the President.
- The policies and procedure manual will be dated with the date of each approved revision by the board.

Procedures

Each year the Accountant will review the manual and formulate proposed changes. This update will be completed no later than October of each year. All changes must be approved in writing by the President. If the Accountant has no proposed changes, a memo to that effect must be approved by the President.

Whenever changes to the accounting procedures are made, a review of the accounting policies and procedures manual will be made by the Accountant to determine if a revision is required. Any minor revisions to the manual which are not reflected in the manual immediately should be kept on file to incorporate into the formal annual update.

The revised manual will be approved by the Board of Directors and distributed to the Accountant, President and Board Treasurer.
10.0 CAPITAL EXPENSES, CONTRACTS INCLUDING GRANTS AND SERVICE AGREEMENTS

Policies

- Capital expenses are the purchase of furniture and equipment in excess of $500.00. All capital expenses are only purchased at the direction of the President/CEO and in accordance with the budget. JAPBTC will secure three bids for capital expenses and service agreements in excess of $2,000.00 to the extent possible.
- Service Agreements are contracts or lease agreements entered into to maintain equipment of the agency and/or lock-in an agreed upon price for service, i.e., cell phones, copiers, information and technology support.

The following table details the purchasing limits and required approval:

<table>
<thead>
<tr>
<th>PURCHASES/CONTRACTS</th>
<th>DOLLAR THRESHOLD/TIME COMMITMENT</th>
<th>PURCHASE REQUISITION REQUIRED</th>
<th>APPROVAL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenses/Contracts/Service Agreements</td>
<td>Less than $500</td>
<td>Yes</td>
<td>President</td>
</tr>
<tr>
<td>Capital Expenses/Contracts/Service Agreements</td>
<td>Between $1,500 - $2,000</td>
<td>Yes</td>
<td>President</td>
</tr>
<tr>
<td>Capital Expenses/Contracts/Service Agreements</td>
<td>Greater than $2,000</td>
<td>Yes</td>
<td>President and Executive Committee</td>
</tr>
<tr>
<td>Capital Expenses/Contracts/Service Agreements</td>
<td>That commits the organization for more than two (2) years and greater than $10,000</td>
<td>Yes</td>
<td>President and Executive Committee</td>
</tr>
</tbody>
</table>

- Exception is for unbudgeted emergency capital requirements or opportunities. Any such commitments in excess of $5,000.00 will follow a good faith effort to acquire consent from a member of the Executive Committee and will be submitted to the next regularly scheduled meeting of the Board.
Procedures

The President oversees all contracts related to capital expenses and service agreements.

Submission of Grants:
The Board will be advised of all grant submissions, and will approve the acceptance of all funding awards over $10,000. The President will advise the Board of grants currently in progress.

The President or designee will be the signer of all contracts except when the grant requires the signature of the Chairman of the Board. The President may designate limits of Signing or spending authority within these stated limits to other senior staff members, consistent with individual job responsibilities.

The President oversees all contracts related to grants.

The President will disclose any pending or threatened lawsuits, claims, or assessments which may have an impact on the organization’s finances and/or operating effectiveness to the Board of Directors and independent auditor. JAPBTC will also disclose all leases, contracts and loans to the independent auditor as requested.
11.0 **PREPARATION OF INFORMATIONAL RETURNS**

**Policies**

- JAPBTC is required to file IRS forms 990, Return of Organization Exempt from Income Tax and 990 Schedule A, Organization Exempt Under Section 501(c)(3), and Florida Department of Agriculture Department of Business and Professional Licensing, Charitable Organization Annual Report.
- The preparation of these reports will generally be contracted out to the independent accountants.
- The Accountant will be responsible for providing the information needed to prepare the report.
- The Accountant and President will review the reports prior to filing them to ensure that they are accurate and do not indicate any potential problems with the tax status or fundraising license of JAPBTC.

**Procedures**

The IRS forms are due November 15 (four and one-half months after year end). If the forms are not ready, an extension may be requested for an additional 3 months.

These forms will be prepared primarily from the final audited financial statements. Additional information which is required includes a current list of the Board of Directors, the salary and benefits amounts of the President, a list of all donations of $5,000 or more from individuals, corporations and foundations, and a report on the nature and dollar value of any lobbying during the year. The Accountant will be responsible for gathering this information and providing it to the independent auditors.

The Accountant and President will review the activity of the prior year to determine if there was any unrelated business income. Such income would include newsletter advertising, sales of the mailing list, sales of items not related to our exempt purposes and debt-financed rental income not received as part of performing our exempt purposes. The unrelated business income tax form is 990T for the IRS. Gross unrelated business income in excess of $1,000 requires that a return be prepared, even though the activity is not netting any money. Generally, the 990T will be prepared by the independent auditors. The due date for these returns is November 15, with an automatic extension of 6 months using form 7004.

**DOCUMENTS FILED DURING THE YEAR**

1. **Department of Agriculture and Consume Services** application is due before January 31. Therefore, the application must be completed during December. Use the prior year’s application as a guide to complete the application.

2. **Form DR-504(Ad Valorem Tax Exemption)** is automatically renewed on an annual basis. A postcard will be mailed to corporate address on file.
3 **Liability Insurance Renewal** application is complete around April for the next fiscal year. Use the prior year’s application as a guide to complete this form. Check with the president to make sure all the payroll information is correct.

4 **Pension Reports** which are the copies of W-2 and Section 125 report are due to Silver Stone (Pension Administrator) is due before February 2. Use the 4th quarter report obtained from ADP to report the required information.

5 **SunBiz Annual report** (Sunbiz.org) is due **before May**. Therefore, go to SunBiz Website and enter Document number 759111 to renew the annual report. If the annual report is not filed on time, there is a penalty.
12.0 INTERNAL CONTROLS AND FINANCIAL AUDIT

Policies

- The review of internal controls and the annual audit are two of the most important procedures the Board has for fulfilling its fiduciary responsibilities to JAPBTC.
- Internal controls pertaining to the accounting records are established by the President and Board Treasurer in consultation with the Accountant.
- The Board of Directors selects the public accounting firm which will perform the year-end financial audit. The financial audit report is presented to the Board of Directors who has the authority to approve the audit.

Procedures

Whenever there is a change in administrative personnel or a change in the operating structure of the organization, the Treasurer and President will meet to determine that the internal control system continues to meet the needs of JAPBTC. If appropriate, the changes will be reflected in this accounting procedures manual.

The key features of the internal control system are that the Accountant and Development Person, who maintains the incoming donations, are not involved in handling checks and cash received, signing checks, transferring money or establishing cash accounts or investments and do not receive the unopened bank statement. The other aspect of this is that the Accountant reviews the transactions of the other employees and is responsible for noting any problems to the President or directly to the Board Treasurer or Chairman of the board.

The Board of Directors will approve, as part of the budget process, the public accounting firm to perform the annual audit, after securing three bids.

The Board Treasurer will attend the audit exit conference at the conclusion of the audit. The public accounting firm will present the audit to the Audit Committee each year. The Audit Committee chair presents the audit to the Board of Directors. The Board will review and approve the financial audit.

The Accountant and President will be responsible for scheduling the audit, preparing the information needed by the auditors and answering questions during the audit.
12.1 ANNUAL FINANCIAL AUDIT

Auditor Firm  Templeton & Company
Auditor Partner  Juan Cocuy
Auditor  Carlos Ysaguirre
Phone Number  561 793 1927
Fax  561 793 9632

Close to the end of the fiscal year, the auditor will send a Prepared by Client (PBC) list with schedules, reports, grant agreements etc. that they need to complete the audit. The auditor will need the bank reconciliations, make sure that they are all signed by the person who prepares the reconciliations and the treasurer. As a guide use the prior year’s information to prepare for the current audit.

Very important, the Accountant will prepare the reports for the Auditors at year end.

13.0 BANKING INFORMATION

<table>
<thead>
<tr>
<th>Bank Accounts Name</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB&amp;T (Formerly BankAtlantic)</td>
<td>Andre Arron’s</td>
<td>561-478-9100</td>
</tr>
<tr>
<td>Operating Acct  #3934</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Acct  #4424</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merchant Acct  #3926</td>
<td>BB&amp;T administrates all credit cards processes.</td>
<td></td>
</tr>
</tbody>
</table>

Signature cards and Banking Resolutions

Normally, every two years when the officers change positions, the signature cards and banking resolutions are renewed with the Bank. However, if a change is made during the year, they are also changed with the bank. Use the prior year’s format. Call your bank representative for blank applications.

Debit Cards

It is the policy of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. to prohibit the use of Debit Cards.
13.01 CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>Credit Card Name</th>
<th>Signer</th>
<th>Acct Ending</th>
<th>Credit Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB&amp;T</td>
<td>Rachel Ramos</td>
<td>#8350</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>BB&amp;T</td>
<td>Claudia Barto</td>
<td>#4857</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Claudia Barto</td>
<td>#3457</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

Policies

- It is the Policy of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. to allow select employees to use the company credit card for the purpose of conducting business.
- Credit card users are approved at the discretion of the President.

Procedures

1. All credit cards are the property of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
2. Each cardholder/user must read and sign the Employee Credit Card Account Agreement which states that they will receive and adhere to the Corporate Credit Card policy.
3. The President is responsible for assuring that the cardholder/user receives and understands the Corporate Credit Card Policy prior to issuance/use of a card.
4. Corporate Cards may not be used for personal expenditures of any kind. If personal purchases are made in violation of the Corporate Credit Card Policy the cardholder is financially responsible for those purchases. Reimbursement to Junior Achievement of the Palm Beaches & Treasure Coast MUST be made immediately either by cash or a check made payable to Junior Achievement of the Palm Beaches & Treasure Coast, Inc.
5. Failure to abide by the Junior Achievement of the Palm Beaches & Treasure Coast Inc.’s Credit Card Policy can result in disciplinary action up to and including termination of employment.
6. Junior Achievement of the Palm Beaches & Treasure Coast shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.
7. No cash advances allowed.
8. Cards loaned to employees other than those that the card has been issued to, will log the card out/in on the approved log kept with the office manager.
9. Payments on card will be made by accounts payable. Payments from personal funds are prohibited.
10. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the accounting department. Tangible personal property is property that can be touched and retained in one’s possession (excludes food, entertainment, and other consumables.) Services are works or activities performed by another for a fee (includes normal services such as personal services performed by.
professionals and/or non-professionals, but excludes lodging.) Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales taxes should not be paid where the purchases are for more substantial expenditures or are repetitively incurred.

11. Receipts are required for any expense. Confirmation statements, shipping receipts or similar reports may be used to document telephone orders, fax orders or online orders. Any exception shall be explained in writing and signed.

12. Receipts will be reviewed for validity by the President prior to being paid.

Any employee noting cardholder irregularities will report the information in confidence, to the President. In the event that the cardholder is the President, the Vice President should first bring it to the President’s attention. If the problem is not resolved, he or she should report the irregularities to the Board Chair.

Any employee chosen to be a cardholder must have a signed copy of the above Credit Card Policy in their file as acknowledgement of the requirements and agreement to them.
14.0 INVESTMENTS/ENDOWMENTS

Policies

- Cash not needed for immediate working capital will be transferred to interest bearing investments, unless the funds are designated for a particular account.
- JAPBTC will maintain collateralization of the total at any one bank in excess of the FDIC coverage. If this is not deemed to be practical or cost effective, a second bank will be used.
- The Board of Directors must approve any investments beyond the options listed below.

Procedures

The Finance Committee reviews the financial statements prior to each board meeting.
The Finance Committee reviews the cash position of the agency and determines how to invest any excess cash, restricted funds, or advances in an interest bearing account.
The Finance Committee instructs the President to open an account and obtain the appropriate authorized signatures for the account.

JAPBTC will maintain a money market account at the same bank where the checking account is maintained. Certificates of deposit may also be used to invest excess cash. The President will initiate the transfer of funds or setting up new certificates of deposit based on the projected cash flow requirements and budgets of JAPBTC. The Accountant will prepare the projected cash flow requirements as requested by the President.

The operating reserve fund and any cash designated by the Board will be maintained in a money market account or certificate of deposit. The Board will specify the investment method for the operating reserve and for each designated fund, so that the timeline of the investment will match the timeline of the reserve or designation.

15.0 ACCOUNTS/PLEDGES RECEIVABLE

Policies

- Donor documentation supports amount reflected in Receivable Journal and/or account.
- Pledges are current with billing dates and follow-up noted on files.
- Allowance for Uncollectable Pledges is sufficient to cover unpaid pledges.
- Aged or delinquent pledges are written off after 90 days and obtaining written approval from the treasurer.
- When pledge is paid, entry is made in Receivable Journal to reduce balance.
16.0 PROPERTY AND EQUIPMENT INVENTORY

Policies

- An inventory of all property and equipment will be maintained. The inventory document will contain sufficient information for insurance and grant requirements.
- File is maintained showing
  - Type of asset
  - Acquisition date of asset
  - Cost of asset, including fair market value, if donated (should agree with the value shown in General Ledger)
  - Vendor
  - Location of asset
  - Serial number of asset
  - Disposal date of asset, and amount received if any
  - Fixed asset tag affixed to asset and tag number recorded in file
- Depreciation schedule is current
- If depreciation is cash funded, entries should be recorded monthly
- $500 minimum level

Procedures

The Accountant will maintain a database of all property and equipment owned by JAPBTC. The database will include: tag number, description, serial number, acquisition date, cost, vendor, location and any grant or other restrictions.

All equipment will have a tag affixed with a unique identifying number.

The property and equipment database will be consulted prior to sale of any item to determine if there are restrictions. Grant purchased equipment may generally not be sold without the grantor’s permission.

An annual inventory will be taken to verify the existence of the property and equipment listed in the database.

Equipment will be included in the database using the definitions for capitalization in Section 3.
17.0 CASH RECEIPTS

Policies

- All checks received should immediately be restrictively endorsed (stamped or endorsed “for deposit only” including account number in which deposit will be made).
- Where personnel are available, the person opening the mail should keep a separate log of all funds received on a daily basis. This log should be reconciled daily and monthly with the Cash receipts Journal and the bank deposit slips.
- Cash received should be listed on a deposit slip.
- All funds received (cash and checks) should be recorded in the Daily Cash Receipts Journal and excel sheet.
- All funds should be deposited daily, when possible
- Total of cash received as posted in the Cash Receipts Journal must agree with the deposit slip, excel Daily Cash and QuickBooks for that day.
- Contribution Receipts should be issued at least monthly for funds received. The total of the receipts issued should agree with the total contributions posted in Cash receipts Journal for the month.
- Total cash deposited for month should agree with the bank statement.

Procedures

All checks are restrictively endorsed, photocopied and entered onto a daily cash receipts log when the mail is opened by two staff members.

Payments made in person will be added to the daily cash receipts log. A photocopy of these checks and a copy of the pre-numbered receipt will be attached to the daily cash receipts log. The daily cash receipts log is totaled by the Development Person. A copy of the log is reviewed, signed and distributed to the Accountant and Development Person.

The President will use the original of the cash receipts log for review and to assist in their duty of reviewing the bank statements (see Section 6).

The Accountant will use the copy of the daily cash receipts log and the check copies to determine account coding and to enter the cash receipts into the computer.
18.0 GRANTS AND CONTRACTS

Policies

- Grant and contract billings will be prepared and filed timely. Adequate documentation will be maintained to support all billings.
- Complete grant and contract files will be maintained on the server under P:Development/Grants/Specific Name

Procedures

Grant and contract billings will be prepared monthly or as needed. Billing will be done according to funding source requirements based on reimbursements of expenses, units of service or equal installment as required.

Documentation of billings will be prepared and maintained. For billings based on a reimbursement of expenses, a copy of the program expenses from the software and any reconciliations to the billing will be maintained. For billings based on units of service, a copy of the detailed units of service will be maintained.

The Accountant, Vice President and President will each approve billings prior to issuance.

Billings will be recorded as accounts receivable in the appropriate accounting period.

Grant and contract files will contain at least the following documents: signed copy of contract, application and budget, correspondence, periodic billings and the documentation supporting the billings.
19.0 DONATION ACCEPTANCE

Processing Thank you letters

A thank you letter is sent to all donors. If the donor receives goods and services as a deduction from his/her donation, it should be stated in the letter by giving the donor a fair market value of the goods and services received. This type of letter is usually geared towards donation for special events where donor gets food, beverages, and service. The excess of his/her donation is the tax deductible amount according to the IRS rules. Otherwise if the donor does not receive any goods or services, then the entire donation is tax deduction according to the IRS rules.

When donors receive goods or services as a deduction from their donations, a fair market value of the goods and services that will be received by the donor must be communicated to the donor.

Note: All correspondences must include the following wording:

CONTRIBUTIONS BENEFIT JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC., A NOT FOR PROFIT TAX EXEMPT ORGANIZATION, CH782. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES AT WWW.FLORIDACONSUMERHELP.COM OR BY CALLING TOLL FREE 1-800-435-7352 WITHIN THE STATE OF FLORIDA. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE. JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC. RECEIVES 100% OF EACH CONTRIBUTION.
20.0 CASH DISBURSEMENTS

Policies

- Sufficient documentation (invoices, expense forms, receipts, etc.) is provided to support issuance of a check. Note: payment should not be made from statements; invoices provide detailed information relative to the expenditure.
- Documentation for payment is verified for accuracy and approved for payment by authorized person(s).
- Check is issued for exact amount of supporting documentation.
- Checks are sequentially numbered and issued in order.
- Amount of check is posted in the Cash Disbursements Journal.
- Total of checks issued must agree with total of cash disbursements recorded in Cash Disbursements Journal.
- All check or electronic withdrawals of $500 or below may have one authorized signatures. Checks or electronic withdrawals in an excess of five hundred dollars ($500) require that there be two authorized signatures and one of the two signatures be that of a board member or his/her non-staff designee. Check signer(s) should review and initial supporting documentation.
- Total cash disbursements for month should be reconciled with the bank statement.
- President’s expenses must have signed authorization by a member of the Board of Directors for all business related expenses and include supporting documentation.

Procedures

Supplies, Services, and Other Invoices

Purchase orders may be generated by anyone in the office. The P.O.’s are turned in to the President for approval and given to the office manager for order placement. The approved P.O.’s are given to the Accountant and filed in the open order file.

When the goods or services are received, the Accountant pulls the P.O. and compares the order received to the packing slip and the purchase requisition for accuracy. The packing slip is attached to the purchase requisition and returned to the open order file until the invoice is received.

Mail is received and opened by two people. All invoices are routed to the office assistant, who matches the invoice to the approved purchase requisition and the packing slip and determines an account coding for the transaction. The office manager gives the invoice and support documentation to the President for approval to pay. The President initials the invoice indicating approval to pay, and approving the expense account coding proposed by Accountant. The Accountant enters the approved invoice into the A/P computer module and files all documents in the open invoice file until they are paid.
Invoice Payment Procedures

Invoices are paid on the 1st and the 15th of each month. Prior to generating checks, a pre-check report is generated which lists all outstanding payables with the due dates and amounts. The Accountant will indicate which invoices need to be paid. This pre-check report will be reviewed and approved by the President. Based on the approved pre-check report, the checks are printed from the A/P computer module, attached to the approved support documentation from the open invoice file, and given to the President for signature. The checks are signed by first and second signers. Once signed they are prepared for mailing by the office manager and the support documents are returned to the Accountant to be filed alphabetically by vendor.
21.0 COST ALLOCATIONS

Policies

- JAPBTC is required to follow various guidelines for allocating costs which benefit more than one program or grant.
- A cost allocation plan will be adopted each year which satisfies the requirements of all grants for that year.
- This cost allocation plan will need to be modified any time a new program is started or at the end or beginning of any fiscal year grants.
- Due to the frequent modifications to the cost allocation plan, it will be maintained outside of this accounting procedures manual.
22.0 PAYROLL

Policies

- Salaries and wages are approved in writing by board and staff and put into the employee file.
- W-4 Employee Withholding Statements are current and on file.
- Time and attendance records support payroll.
- Deductions are being taken and deposited/paid accordingly.
- Federal, state, and local taxes are being withheld, deposited, reported, and paid accordingly.
  - Federal Withholding Tax (FIT)
  - Social Security Tax (FICA)
  - State and Local Taxes
  - Quarterly filing of Federal form 941 (Federal Withholding Tax)
  - Filing of required state and local tax forms
- Payroll Register or Cash Disbursements Journal agrees with payroll check(s) for each pay
- Check signing and approval is consistent with cash disbursements procedures.

Running Payroll

Payroll Company       ADP
Phone Number          866-873-0386
Client ID             22027201    RA/2DI
Website               Runpayroll.adp
Users                 Claudia Kirk Barto – President
                      Yvette Rochefort – Accountant
                      Rachel Ramos – Vice President

Procedures

Payroll must be processed by 5pm two days prior to the payroll date. For example if the check dates is Friday, payroll must be processed by Wednesday at 5pm. Please consider holidays etc. and leave ample time to process payroll on a timely basis.

Check dates are the 15th and 30th/31st of each month. If a check date falls on a weekend the check date is the Friday before the weekend.

The employees can access the system on their computers or by app on their phone. The employees enter their time in a given payroll period. Employees can distinguish between sick, vacation and regular hours. Before the payroll is processed it must be approved. The Vice
President is currently responsible for reviewing the hours and marking the timesheets approved. Once the electronic timesheets are approved the accountant is responsible for the processing of payroll.

Once payroll has been processed and finalized the accountant sends an email to the President with the payroll details attached and a required amount for transfer from the Operating Account to the Payroll Account. A copy of the email, payroll details and time off requests are printed and kept in a payroll notebook for the year.
23.0 ACCOUNTS PAYABLE

Policies

- Documents, invoices, etc. unpaid, agree with balance in Payable Journal and/or account.
- Unpaid documents have been reviewed for accuracy and are approved for payment by the President.
- Statements from vendors reflecting open invoices are reconciled. When payment is made, entry is made in Accounts Payable Journal to reduce balance.
- Old unpaid invoices are followed up on at 30, 60 and 90 days.
- Credit memos/invoices are matched to appropriate invoices.

24.0 DEBT

Policies

- Board approval is required for incurring any debt of JAPBTC other than operating trade payables and budgeted payroll payables. The President will be authorized to negotiate such debt as needed by the Board of Directors.
- Any loan covenants and restrictions will be reported to the Board when the debt is authorized. The Accountant will periodically review these covenants and report to the President if there are any violations or potential violations of the covenants.

Procedures

The President and Chairman of the Board will sign any debt agreements after receiving full Board approval.

The Accountant will reconcile the general ledger debt balances to statements or amortization schedules each month. In addition, accrued interest will be recorded in the general ledger as needed.
25.0 RESERVES AND DESIGNATED FUNDS

Policies

- JAPBTC will build and maintain an operating reserve to assist in maintaining financial stability. The target for the operating reserve will be six months of general operating expenses. This will be a cash reserve held separately from other funds of JAPBTC. The reserve may be invested consistent with the investment policy of JAPBTC. Any income of the reserve fund will stay in the reserve fund.

- The Board of Directors may designate portions of the net assets of JAPBTC for specific purposes.

Procedures

During the annual budget preparation, the Board will review the operating reserve and set a target for funds to be set aside that year. The President will establish and maintain the operating reserve bank account as directed by the Board.

Designation of net assets will be made by resolution of the Board. A purpose and timeline must be specified for each designated fund. The designation may also specify whether a separate cash fund is to be used.
26.0 BANK/CREDIT CARD RECONCILIATION

Policies

- The bank statements are downloaded from Online banking by the President at the beginning of the new month.
- Upon downloading the statements, the President reviews the checks for unusual items or changes. The President compares selected deposits on the bank statement to the copy of cash receipts logs and reviews any account transfers.
- Statements for each bank and credit card statement should be reconciled (balanced) monthly with checkbook and general ledger cash account, preferably by an employee other than the ones making deposits, signing off on payments or making payments.
- Total deposits for period on bank statement is reconciled with Cash receipts Journal.
- Total disbursements for period on bank statement agrees with the Cash Disbursements Journal.
- Checks outstanding (not cashed by payee) for over 30 days are investigated.
- Compare canceled checks against Cash Disbursements Journal for accuracy.

Procedures

Upon receiving the bank statement from the President, the Accountant prepares the monthly bank reconciliation. See Section 18 for the form used to prepare the bank reconciliation. The bank reconciliations will reconcile the bank balance to the general ledger balance. A journal entry will need to be posted each month for items on the bank statements which are not already recorded in the general ledger. These reconciling items may include: interest earned, service charges, NSF checks, direct deposits and other debit or credit memos.

After the general ledger is reconciled to the bank statement, the monthly bank statement and cancelled checks and other forms and the actual reconciliation form are filed in the bank reconciliation file.
27.0 END OF MONTH ACCOUNTING PROCEDURES

Policies

- The Accountant prepares the monthly financial statements
- The President and treasurer review the financial statements before being sent to the Finance Committee. The financial statements should be to the President at least two days prior to the mailing of Finance Committee packets in order to facilitate this review.
- The Board of Directors approves the monthly financial statements.

Procedures

The cutoff for information in the monthly statements is one week after the month end.

Upon completion of the monthly bank reconciliations, the Accountant will formulate the monthly journal entries. There are two types of monthly journal entries, those that remain consistent from month to month (recurring) and those that are specific to that month. The recurring journal entries are determined after the annual audit with the help of the CPA firm. These include depreciation and expensing of prepaid insurance. The specific journal entries include recording of principal/interest breakdown for the mortgage payment, interest and dividend income, bank transfers, NSF checks, bank charges, accrued wages and payroll taxes, receivables, etc.

The Accountant will maintain a file for each month which includes work papers which document the balance of each balance sheet account. The file will also include copies of the grant billings. All balance sheet accounts will be reconciled monthly to help ensure that accurate statements are provided to management and the Board.

Once the final general journal entries are posted, the monthly financial statement is printed along with a copy of the general ledger for that month as well as the general journal entries posted. The President and treasurer will review the copies for any necessary corrections.

The adjusted financial statements are to be delivered to the Finance Committee within three weeks after the end of the month.

The Accountant prepares a budget to actual expense report for the President and the Board of Directors to be included with the monthly financial statements.

The year-end financial statements will be delayed for additional procedures.
27.01 END OF YEAR ACCOUNTING PROCEDURES

Policies

- The Accountant prepares the year-end financial statements.
- The Accountant is responsible for preparing for the annual financial audit and for working with the outside accountants to complete the audit.
- The President approves the financial statements before being sent to the Board of Directors. The financial statements should be to the President at least one week prior to the mailing of the Board packet in order to facilitate this review.
- The Board of Directors approves the year-end financial statements.
- The Accountant will arrange to move all records from the year which is closing to storage.

Procedures

The cutoff for December financial statements is extended to four weeks after year end.

Upon completion of the December financial statements, the preliminary year-end report is run by the Accountant and given to the President for review.

The Accountant calculates the recurring entries (with the help of the CPA firm if needed) for the new year.

Financial Audit

The Accountant will contact the independent accountants as soon as the President signs the audit engagement letter to begin planning the scheduling and work needed to complete the audit. The Accountant will ensure that adequate space is provided for the independent accountants to work in our offices. This would include one or more large tables, space to keep our records provided to the independent accountants, light and electrical outlets.

The Accountant will work with the independent accountants to determine what confirmations will be required. This process will be completed as soon after year end as possible. The Accountant will oversee typing the confirmations. The President will sign the confirmations. The Accountant will mail the confirmations to the independent auditors.

The Accountant will be responsible for preparing as many of the schedules which the auditors will use as possible. The completed monthly reconciliations for December will partially fulfill this requirement.

Some of the information which needs to be organized and made available includes: the complete general ledger for the year, a chart of accounts, all bank statements and cancelled checks, all paid invoices, all cash receipts logs, all payroll records, including timesheets, payroll summaries for each pay period, 941s, UC-101s and W-2s, Board minutes for the year under audit through the most recent minutes available, grant contract files, printouts of the donor database, including all restricted donations, lease agreements, insurance policies, documentation for fixed assets.
capitalized and documentation for donated services or donated assets recorded in the general ledger.

The Accountant will be available at all times throughout the audit to facilitate the work of the independent accountants. The President will schedule some time to meet with the independent accountants as needed during the audit. The Office Assistant will also be available for any work which the Accountant may delegate to them.

The Accountant and President will plan a meeting with the independent accountants at the end of the audit to discuss any issues raised, review the audit journal entries, evaluate the audit process and plan improvements for the following year.
November 15-16: JA BizTown - Hidden Oaks Elementary

November 17: JA BizTown - Meadow Park Elementary

November 23-24: JA office closed for Thanksgiving

November 27: JA BizCamp & Spark Open House
Riviera Beach Marina Center – 5:30-7:30

November 29-30: JA BizTown - Bessey Creek Elementary (Palm City)

December 8: PBCSD Regional Science & Engineering Fair @ S. Florida Fairgrounds - Luncheon @ 11:30 am

December 15: Golf Classic – Jonathan’s Landing Old Trail
7:30 Registration

January 2-7: JA Spark & JA BizTown Winter Camp @ Riviera Beach Marina Center