



March 14th, 2013

Scott Howard and Carolyn Snell of the Accounting Committee met on Sunday, March 10th to sort out a system for moving forward with PFMA's finances.

Based on the over 1400 entries we started to sort out and enter into Quickbooks from the past 3 years, it is clear that our current system is not steam-lined enough to keep up with our active market. We checked in with Jaime a couple of times for clarification on some of the past transactions and referenced her meticulous notes which will serve as our main references for 2011 and 2012.

Here are our recommendations for 2013:

The SNAP Coordinator (Jaime) should continue to issue the checks to pay farmers for "Member Token Redemption."

On a monthly basis the SNAP Coordinator will send the Treasurer (Scott) a breakdown of SNAP vs Credit Card and fees info to enter as journal entries which he will reconcile with our deposits through Info Booth card machine.

The Treasurer will be responsible for writing and recording all other types of checks for labor, supplies, etc.

The Treasurer will also be responsible for making all deposits. Membership Coordinator (Carolyn) will send checks and cash from dues to Treasurer to record and deposit.

The Accounting Committee (SNAP Coordinator, Treasurer, others if necessary) will meet quarterly to reconcile all accounts.

These steps will help make 2013 as smooth and transparent as possible.

The best way to get this program on the right track is for the Accounting Committee to do its first quarterly reconciliation in Mid April for Jan, Feb, March of 2013.

Respectfully Submitted,
Carolyn Snell