

Notes Regarding YI Bookkeeping

1. Passwords And Login codes:
 - a. Quickbooks File: username: Admin Password: Chavie1
 - b. Email address: Yifinanceoffice@gmail.com password: Bookkeeper123 (gmail)
 - c. PayPal: Login: yifinanceoffice@gmail.com password: PayPal2015!
 - d. Canadahelps.org: login: yifinanceoffice@gmail.com password: YIBookkeeper
 - e. Enbridge.com: login: yifinanceoffice@gmail.com password: YI627gas
 - f. Bank card: card # 4536 0100 0172 5104 password: YI7726yi security code: 731
 - g. Primus site: voice.primus.ca/HPBX/# user:bfriedman@emax.ca pw: YI;pwd;1 Favorite uncle: sam color:blue id: 110752131 <- I will change the user to you and you can verify
2. The bank card is in my name and you will need to have a new one issued to you. You can still use it for online banking transactions.
3. In order to deal with the bank you will have to make an appointment and go in with two signing officers, currently Issie and Barry, to be added as a signing officer.
4. The bank statements have not been reconciled since last closing in Aug 2018.
5. As long as parking is available, an invoice should be prepared for \$675 (see parking invoices) and sent to Amanda Baldwin. The cheques can be picked up at Financial Horizons 666 Kirkwood second floor. There is one waiting to be picked up.
6. The following notes were prepared by Golda and some may not be relevant.
7. ROE Web: an ROE will have to be issued for Menachem once he finishes working for the YI. The ROE web account is currently in my name. I would like that I please be replaced as the primary officer as soon as Menachem's T4 has been issued. The process for replacing a primary officer is outlined on ROE web, under my profile.
ROE WEB GC code username: YoungIsrael password: YIroe627 <-Note from Golda. I think we still owe him.
8. Accounts in QB:
 - a. Bank account general – regular account to be used.
 - b. petty cash: has not been reconciled since I received this file. Devorah gave me a bag of receipts and some petty cash 2 weeks ago. I have not gone through it.
 - c. Clearing account: I do not use this account. I deposit donations of good in kind to the regular account and then clear them out with a journal entry. For an example, see donation of goods-in-kind made by Avi Rosenberg on Mar 25, 2016.
 - d. stripe: was set up for the Trial of the Ages. Not in use anymore
 - e. CanadaHelps: people make payments and donations via CanadaHelps. We deposit those into the CanadaHelps account. Once the funds are automatically moved by EFT to our bank account, process a transfer in QB.
 - f. PayPal: same as CanadaHelps, except that we have to actually request the funds transfer on the PayPal website.
9. \$ received via PayPal and CanadaHelps: Canadahelps sends an email to Yifinanceoffice@gmail.com each time \$ is received or transferred to the bank account. PayPal sends an email to drshalom613@gmail.com –Devorah Agulnik's email. She usually forwards it to Yifinanceoffice@gmail.com. In case she forgets, I check the PayPal account regularly. (I have tried to disconnect her email address from our PayPal account. Unless we close the account and open up a new one, it cannot be done. That would not be a bad idea, but we have to have the website manager work together with the bookkeeper - something that I have not gotten to.)

10. Check signing authorities: Avi Rosenberg, Issie Scarowsky and Gavriel Scarowsky. (Perhaps there are others that I am not aware of.)
 11. Payroll: due on the last day of each month
 - a. Pay Lenlyn Dela Rosa (Lehn) \$400 per month for janitorial. She is a vendor, paid as a private contractor.
 - b. The Rabbi: Part of his salary is sponsored by Steve Gordon via CanadaHelps at around the 24th of the month. Rabbi is paid \$2500/month. Because of his clergy status, His CPP and EI must be adjusted on each pay cheque as follows: CPP Employee: -68.06 CPP Company: 68.06. EI Employee: -31.33 EI Company: 43.86.
 - c. Rabbi Friedman: He will invoice the Shul at the end of each month. In order to figure out how much CPP and EI should be deducted from his paycheque as well as from the employer, see spreadsheet in 1-Young Israel>Payroll related>CPP and EI MF. Plug his gross salary for the month into Monthly Gross Salary column on both the CPP and EI tabs, and it will tell you how much CPP and EI to enter on his paycheque.
Don't forget to issue an ROE to him after his final Pay cheque in July.
 12. Source Deductions: We just received a letter from CRA that we should pay DAS quarterly. Next payment is due July 15. There is currently an outstanding issue with the CRA for a credit in our account as well as a mis-posted payment that should have gone to Arears. JLCA will advise.
 13. HST Rebate: Should be filed at the end of the fiscal year (after Aug. 31 for March 1- August 31) as well as after the first 6 months of the FY (Feb. 28/29 for Sept. 1-Feb. 28/29)
 14. Kiddush Sponsorships Google Doc can be accessed by logging into the Yifinanceoffice@gmail.com account and going into google drive. It is shared with Rabbi Galandauer and Avi Rosenberg. That is where I kept track of Kiddush sponsorships, costs and payments.
10. Monthly reporting to the board: on or before the 15th of the month, send an out the following reports. The board is saved in the Yifinanceoffice@gmail.com contacts as a group called board members 2. Send the last date that the banks has been reconciled up until, whether deductions at source have been paid up to date. Send the following reports:
- a. Profit and Loss last fiscal year to date with comparisons,
 - b. Balance Sheet standard last fiscal year to date
 - c. Outstanding Accounts Receivables
 - d. Open Accounts Payable
 - e. The updated cash flow report
11. Issuing donation receipts: A new digital signature is required before you can email tax receipts. I have removed my signature from QB. As of now, receipts must be printed and signed, then scanned and emailed or snail-mailed. The template I use is called "official Tax receipt." It has a number sequence. For non receipted income, I use the "non receipted sales receipt" I usually move the receipt # back 1 and add an NR before the receipt number. I save a pdf of each tax receipt in: 1-Young Israel>Tax Receipts> the month that the receipt is issued in. For grants and \$ from foundations, I use the "Acknowledgement of Donation received" template.
 12. The bank account has not yet been reconciled for May, as the statement and bank charges have not yet been processed as of today, May 31.
 13. There is a little purple file with post-dated cheques in it.
 14. Some bills come directly to the Yifinanceoffice@gmail.com email address. It must be checked regularly.
 15. Many bills are paid via online banking.