Alpha Kappa Alpha Sorority, Inc.

Youth Development Foundation, Inc.

Finance Committee

QuickBooks Online Plus Proposal

OVERVIEW

This proposal is for migrating to an online QuickBooks Plus Service. This service would improve our overall responsibilities in submitting financial information to our organization with convenience, accuracy, and timely.

OBJECTIVE

1). Alleviate manual input of data

2). Accurately track and follow-up on Outstanding checks

3). Print reports on same day request

4). Access from anywhere plus phone

5). Add up to 5 users +2 accountants with limited access

6). Sync with bank accounts

7). Create Budgets and run budget reports

8). Automate recurring payments (Insurance, storage etc.)

9). Cloud friendly

10). Detailed records for organizations that require strict documentation

Cost:

QuickBooks

$35 per month (after 12 months $70 per month)

Or annual pricing is available which takes off an additional 10%

Includes support from QuickBooks representative with set-up

Checks

Basic Voucher Checks (one check and two pay stubs: give one to vendor and keep the other for our records.

 Qty List Price

 50 $ 36.99

 250 $111.99 (currently pay)

 500 $149.99

This proposal is for the 2020-2021 Year

Please if you have any question or concern do not hesitate to contact me.

Bettye Newsome

Status of QuickBooks Online Migration

Youth Development Foundation of Pinellas, Inc.

Finance Committee

Payment and Migration Date: May 19th, 2020

* Data Verified (2014 – April 2020 transactions)
* Company set up (EIN, 990 and 1099 reporting)
* Classes
* Bank Feed – Decided against check vouchers for now
* Users:
	+ Debora Dandridge – Full Access
	+ Bettye Newsome – Full Access
	+ Dr. Delphina Davis - Partial Access to create cash journals
	+ 3 users left to be assigned
	+ Access available for 2 accountants (LovettCPA & CRI)
		- Reports Only

Task to be completed:

* Enhance chart of accounts to include JWB General Ledger accounts
* Add budgets by Class (YDF Fundraiser & YDF Akademy)
* Trainer: Priscilla Williams CPA affiliated with LovettCPA.

$75 per hour maximum of 5 hours

Training will allow us to complete above task, and use Quickbooks to its fullest potential, as well as comply with JWB requirements.