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Greetings & Congratulations!!

You have been called to serve the Mobile Loaves & Fishes ministry in a very specialized capacity. Your accounting service is vital to the community in which you serve, as well as the overall Mobile Loaves & Fishes, Inc. Since Mobile Loaves & Fishes is a 501(c)3 organization, we need to be accountable to our donors. Therefore, we must be especially good stewards of the funds that have been entrusted to Mobile Loaves & Fishes.

We have established specific accounting policies & procedures which must be adhered to. Please review the accounting manual and refer to it often. This manual explains the very basic operations needed to just get started using QuickBooks. We encourage you to become extremely familiar with our accounting software and procedures. As with most software, the “Help” button can navigate you through new aspects of the software. You will discover many shortcuts and helpful information as you continue to use QuickBooks.

Feel free to contact the Mobile Loaves & Fishes Accounting Representative as listed in this manual regarding any questions or problems you may have.
GENERAL INFORMATION TO GET STARTED

Order Checks & Other Supplies
The first step will be for Mobile Loaves & Fishes, Inc to open a checking account in your community’s name. Once that has been done, you will need to order 3-part voucher checks, envelopes, deposit slips and an endorsement stamp. You may order your checks from any vendor as long as they are compatible with QuickBooks. The best deals we have found are from the following:

Fred Edgar, Edgar & Associates 1-214-682-1759 or fre2@att.net.

OR

Neb’s 1-800-225-6380 or www.nebs.com. Use the following information:
- Product # DTL104-1 – 3 part voucher checks for use with QuickBooks Premier
- Product #9379 - window envelopes
- Product #80200-1 – laser deposit slips
- Endorsement stamp

Before placing the order, determine whether your printer prints in reverse order. This will save you time in organizing your check numbers when printing several checks at one time. Please note there are economies of scale to consider in ordering checks, deposit slips, window envelopes, and endorsement stamps. Order the quantity that best suits your community.

Using the Accounting Software
Our accounting system is on a server accessed by all Mobile Loaves & Fishes communities. The software we use is QuickBooks Enterprise Solutions: Nonprofit 11.0. Please contact the Mobile Loaves & Fishes Accounting Representative to be assigned your login and password. All of the deposits you make and the checks you cut should be printed in real time using QuickBooks. Of course, from time to time you will have to hand write a check, but the general rule of thumb should be that all deposits and checks should be prepared using QuickBooks and should not be entered into QuickBooks after the fact.

Community “Class”
In the accounting process, we assign each community with a unique 3-letter abbreviation. This 3-letter abbreviation is used as the “Class” code for that particular community. Various reports, such as Profit & Loss Report or a Transaction Report can be run by “Class”. It is extremely important that you select a class for each transaction you enter. There are a very few transactions that are exceptions to that rule. We will cover those in the manual. Never enter a new “Class”. If for some reason you feel you need a new class to account for something out of the ordinary, such as a large fundraiser, contact the Mobile Loaves & Fishes Accounting Representative to assist you.
Chart of Accounts
Familiarize yourself with the list of income and expense accounts. Not all accounts will apply to you. For the most part, your entries will be somewhat repetitive. Never set up a new Income or Expense Account. If for some reason you feel you need a new account to account for something out of the ordinary, contact the Mobile Loaves & Fishes Accounting Representative to assist you.

Security
Security of the accounting information and of your account information is of the utmost importance. Never give your login and password information to someone else. Only use secure networks to work on the Mobile Loaves & Fishes server. Always log off the server when you are finished with your work. Keep all checks, deposits and other Mobile Loaves & Fishes financial information in a locked and secure place.
Login
You will first need to log onto the remote server. Next you should see this desktop. Simply double-click the QuickBooks Icon.

Next, enter your user name and password again.
How to Exit QuickBooks

Once you have completed your work within QuickBooks, it is very important that you exit the QuickBooks file correctly. In order to do this, you would simply go to “file” at the top left of the screen and scroll down to “exit”. This will close the QuickBooks file **BUT** you will still be in Terminal Server and not on your computer’s actual desktop.
How to Exit Terminal Server

To close out of Terminal Server which will bring you back to your computer’s desktop, go to “Start” at the bottom left side of the screen, then click “log off”. A dialog box will appear asking if you are sure you want to log off, click yes. You will then be back on your computer’s desktop. **IT IS VERY IMPORTANT THAT YOU NEVER JUST CLICK ON THE “X” TO GET OUT OF QUICKBOOKS AND/OR TERMINAL SERVER AS THIS DOES NOT CLOSE THE FILE CORRECTLY WHICH COULD RESULT IN LOSS OF INFORMATION. IT ALSO DOES NOT DISCONNECT YOUR SESSION AND YOU WOULD HAVE TO WAIT A MINIMUM OF 30 MINUTES BEFORE YOU COULD LOG BACK IN SHOULD YOU NEED TO.**
HOME PAGE

The Home page is your navigation start. If for some reason this screen does not appear when you open QuickBooks, click on the “Home” icon in the upper left corner. The “Home” page has an icon for each activity you will need to perform. For example, there is an icon for easy access to each of the following activities: entering donor and vendor information, recording donations and other deposits, entering bills, paying bills, writing checks, entering credit card transactions, viewing register transactions and reconciling your bank and credit card accounts.

OPENING SCREEN

[Diagram showing various options such as Donor Info, Vendor Info, Enter Bills, Pay Bills, Record Donations, Post Donations & Record Non-Donation Deposits, Reconcile Bank & Credit Card Statements, View Transactions in Register, Enter Credit Card Transactions, Write Checks, Print Checks]
MAKING DEPOSITS

Types of Donations
We are blessed to have many generous donors and supporters of Mobile Loaves & Fishes. Donors give both cash (checks and credit card) and in-kind donations (stock, automobiles, and other miscellaneous property). You will be responsible for accurately recording all cash and check donations for your community. All credit card donations are processed through the Mobile Loaves & Fishes’ website and will be forwarded to you. All in-kind donations must be properly documented and be forwarded to your Mobile Loaves & Fishes Accounting Representative who will record the appropriate entry in QuickBooks.

Each community is encouraged to manage their own donors by sending thank-you notes for all donations including fundraising events. Donors like to be acknowledged. This promotes continued giving. Mobile Loaves & Fishes, Inc. will prepare donation receipts for direct mail donations and will prepare year-end tax donation letters for donors with cumulative annual donations of $250 and above. The end of the year tax donation letter does not include any fundraising activities or employee giving. Therefore, be sure to communicate in your thank you notes for fundraising activities and employee giving that the donor should keep the thank you note for tax purposes.

As discussed below, you can print thank-you letters customized with your community information for all donations using the Donations Receipt (aka Sales Receipt) function in QuickBooks.

Types of Funds
There are two (2) types of deposited funds. Those that are “Restricted” by the donor (i.e. “this donation is for purchase of new truck”) and those that are “Unrestricted” by the donor.

The majority of the donations are “Unrestricted”. “Restricted Funds” must be deposited in a separate account for “Restricted Funds” only. Additional accounting procedures are necessary for “Restricted Funds”. Please contact your Mobile Loaves & Fishes Accounting Representative for complete training on Restricted Funds.

Types of Income Accounts
Familiarize yourself with the various income accounts. See “Income and Expense Accounts” and “View Lists” in this manual. Contact your Mobile Loaves & Fishes Accounting Representative for a more in-depth description of grants and other various account choices. Most donations you will receive will fall in to the category of “Unrestricted: Contributions”.

Payment Methods
Mobile Loaves & Fishes receives various types of payments as donations. Each community should process their individual donations of checks and cash. Mobile Loaves & Fishes, Inc has invested in various software tools to assist in making on-line donations available, therefore all credit card donations are processed through Mobile Loaves & Fishes, Inc. and forwarded to the designated community. Please encourage all donors who are interested in donating using their credit cards or on-line donations to go to our web page at: www.mlf.org.
Basic Donation and Non-Donation Deposits

Ideally, deposits should be made daily. However, it is mandatory that deposits are made at least once a week, regardless of the number of checks or cash to be deposited. All deposits must be entered in QuickBooks at the same time the deposit is made. In other words, do NOT hand write the deposit and go back at a later time and enter it into QuickBooks. If you have time to make the deposit, you have time to follow the procedures to avoid mistakes and lost information. Keep all checks and cash in a secured locked location.

There are two types of deposits: Donations and Non-donations. Only Donations should be recorded through the “Donations” function. Non-donations (ie refunds, intercompany checks, e-commerce purchases, etc) should be recorded through the “Record Deposit” function.

Step 1: Entering Donation Deposits

Procedures

1. Checks should be stamped on the back with the community’s endorsement stamp immediately upon receipt.
2. Make copies of all checks to be deposited. Make copies of cash as well. Write the donor’s name on your copy of the cash.
3. From the home screen, click on “Donations” located in the middle of the screen.

Note: We use the “Donations” (aka Donations Receipt or Sales Receipt) function instead of “Record Deposits” for recording all donations because the “Donations” function allows us to print thank-you letters and envelopes straight from the Donation screen, allows multiple users to record deposits at the same time, shows the donor’s deposit history, and displays the donor’s address so we can compare it to the check to ensure we have the correct donor and updated address without having to go to the customer center.
4. On the top right hand side of the screen, you will see a drop down box where you can choose a custom sales receipt. If you have a customized thank-you letter set up in QuickBooks, select your community receipt (example: SJN Receipt) in the drop down box. To have a customized thank-you letter set up, please send a request to the Mobile Loaves & Fishes Accounting Representative with the following information:
   a. Name of the representative who will sign the letter
   b. Whether you want MLF standard thank you wording or specific wording (include specific wording in the request)
   c. What return address to use

5. In the “Customer: Job” field, enter in the name on the check being deposited, or if it is cash being deposited, enter the name of the donor. You would do this “last name, first name”. For example, if you deposit a donation from Joe Smith, you would enter it as Smith, Joe. If the customer already exists, their name and similar names will pop up. Take extra care to choose the correct donor. If the donor does not exist, you will get a pop up that says you can either “Quick Add” or “Set Up” this person. You should always choose “Set Up” and follow the instructions under “Set Up New Customer” on page 22. The term “customer” and “donor” are used interchangeably. NOTE: No check can be posted as anonymous, as you have the name of the donor on the check. Only cash received from a truly unknown donor may be posted as anonymous. A deposit of $250 or greater should never be posted as anonymous or left blank.
6. Verify that the address automatically populated under the “Name/Address” and “Ship to” sections matches the address on the check. If not, follow the instructions under “Edit Donors” to update the address in QuickBooks. (Update any additional names such as a spouse that should be associated with the address in the same manner).

7. In the “Class” field next to where you entered the donor’s name, choose the class to which the donation should be posted. Most likely this will be your community. **ALL TRANSACTIONS MUST HAVE A “CLASS”**. This class field will automatically populate the “Class” field below.

8. Put the date you are entering the deposit in the date field.

9. If the donation is a check, put the check number in the “Check No.” field. If it is cash, leave the “Check No.” field blank.

10. Choose the type of payment from the drop down box in the “Payment Method” field. (ie Cash or Check).

11. In the “Donation Type” field, you should select the appropriate donation type. Most donations that communities will record will be “Contributions”. For example, a one-time donation of $25.00 should be posted to “Contributions”. “Donation Types” are mapped to our income accounts. Familiarize yourself with all the income accounts. To view the various income accounts, see “View Lists” in this manual. Take care in choosing the correct “Donation Type”. The auto fill drops in the closest type based on spelling. **NEVER** enter a new donation type. If you feel you need a new donation type, please contact your Mobile Loaves & Fishes Accounting Representative for assistance.

12. Based on the “Donation Type” you select, the “Description” field will auto-populate. Please include additional information as needed, especially for special circumstances that are not captured elsewhere. **IMPORTANT**: The ‘Memo’ field and “Description” field need to be identical. The “Memo” field is located below the total donation amount. Therefore, in the “Memo” field, you should copy/type in whatever is written in the “Description” field, or leave the “Memo” field blank, and it will automatically populate with what is written in the “Description” field.

13. In “Donated Amount” enter the amount of the donation.

14. For most donations, the “Ordered” field will be blank. The “Rate” field will auto-fill once you enter a donation amount.

15. If you have a customized Thank-you letter set up and would like to print one, select “Print Preview” at the top right-hand side of the screen. You will receive a pop-up message asking if you want to save the transaction. Select “Yes”. Review your letter and select “Print” at the top left-hand side of the screen. Once printed, select “Close” and you will be returned to the Donations Receipt page.

16. If you have a customized Thank-you letter set up and would like to print an envelope, choose “Print Envelope” under the drop-down menu under “Print” on the top left-hand side of the Donations Receipt screen.

17. Select “Save and Close” to record the transaction OR “Save and New” if you have more donations to record.
Step 2: Recording Donations and Basic Non-Donation Deposits

Procedures

1. From the home screen, click on “Record Deposits” located in the middle of the screen.
2. Individually check off which donations pertain to your community that you are going to deposit. Do not select “Select All” as there may be deposits from other communities listed. Select “OK”. All donations to be deposited will now be listed. Please verify that you have included all donations (up to 20 – see Step 3). If not, click on the “X” on the top right that closes the screen, select “No” when QuickBooks asks if you want to record the transaction, and repeat Steps 1 and 2.

3. You will notice that once you select “OK” the donation deposits you selected will auto-populate in the “Record Deposits” screen. The account in “From Account” field will be coded to “Undeposited Funds”. This is correct for donation deposits only. Any other deposits entered in this “Record Deposits” screen should be recorded to their appropriate income account.

4. You can enter up to 20 deposit items on the same slip. QuickBooks will allow you to enter more than 20 deposits on one transaction, but will not allow you to print more than 20 items on one deposit slip. Therefore, please do not record more than 20 items on one deposit transaction. If you have more than 20 donations, only check off 20, follow the directions below to print the deposit slip, and then repeat the steps to above and below for more donations.

5. In the “Deposit To” field, choose your bank account from the drop down box. This would be your community bank account.

6. Put the date you are entering the deposit in the date field.

7. If you have Non-donation deposits to record, you can record them in the blank lines below your donations (up to 20 – see Step 4). One of the most common Non-donation deposits you will record is inter-company deposits received from Corporate for credit card donations.
made online. See the next section, Non-Basic Deposits: Credit Card (Merchant) Donations, on how to record these types of deposits. For basic non-donation deposits (for example interest income), follow these steps:

a. Checks should be stamped on the back with the community’s endorsement stamp immediately upon receipt.

b. In the “Received From” field, you should select the entity from which you received the income. For example, if you received interest income from your bank, you would select the name of your bank.

c. In the “From Account” field, you should select the appropriate income account. For example, for interest income, you would select “Interest Income”. Familiarize yourself with all the income accounts. To view the various income accounts, see “View Lists” in this manual. Take care in choosing the correct “Income Account”. The auto fill drops in the closest account based on spelling. Some “Expense Accounts” are very close in spelling to “Income Accounts” and you could accidentally select the incorrect account. **NEVER** enter a new income account. If you feel you need a new account, contact your Mobile Loaves & Fishes Accounting Representative for assistance.

d. Use the “Memo” field for any memo you need to include. Include enough information for someone else to know all important details.

e. If the non-donation deposit is a check, put the check number in the “Check Number” field. If it is cash, leave the “Check Number” field blank.

f. Choose the type of payment from the drop down box in the “Payment Method” field.

g. Put the amount of the donation in the “Amount” field.

18. Make sure you have a deposit slip in your printer and then click on the “Print” icon. Select “Deposit slip and deposit summary” from the next screen.

19. The next screen to pop up asks you to choose your printer (pay special attention to choose **ONLY** your printer). Select “Print” and print the deposit slip.
20. Once you have printed the deposit slip, click “Save and Close” at the bottom of the screen.
21. Once you have printed your deposit slip, attach the copies of the checks to the deposit summary part of the deposit slip. You will then attach your receipt of deposit from the bank to the bottom front of the deposit summary sheet making sure to not cover up the data on the deposit summary sheet. Each deposit you make will include the deposit summary detail, copies of the checks being deposited and the receipt that the deposit was taken to the bank and posted to your account. You need to set up a file to save the copies of deposits. Records of deposits must be kept for a minimum of seven years.

Non-Basic Deposits: Credit Card (Merchant) Donations
The second type of deposit that you will make is an intercompany deposit which generally consists of credit card donations received thru Mobile Loaves & Fishes, Inc. and distributed to the designated communities. Each month you will receive a check from Mobile Loaves & Fishes Merchant Account if any on-line donations were made for the benefit of your community. Attached to the check will be a breakdown of the funds received. The check you receive will be net of the 5% credit card processing fees. At the time of receipt, Mobile Loaves & Fishes Merchant Account will post the donation to the various donors’ account. Merely, follow the instructions below to deposit the funds into your banking account.

1. Checks should be stamped on the back with the community’s endorsement stamp immediately upon receipt.
2. Make copies of all checks to be deposited.
3. From the home screen, click on “Record Deposits” located on the right side of the screen. If the “Payments to Deposit” appears, select cancel. You then should have a blank deposit screen.
4. In the “Deposit To” field, choose your bank account from the drop down box. This would be your community bank account.
5. Put the date you are entering the deposit in the date field.
6. In the “Received From” field, choose the customer name that the deposit is FROM. For example, for deposits that come from credit card donations, you would choose “Mobile Loaves and Fishes – Merchant Account”. NOTE: There are two of these names – one in the customer listing and one in the vendor listing – use the customer listing.
7. In the “From Account” field, you would choose the account pertaining to your community that is listed as “Interco – ‘Your Community’ Receivable”. For example: “Interco-SJN Receivable” if your community is St. John Neumann. Under your Interco-Community Receivable account, there are sub accounts to specify from which community the amount was received. Continuing with the example of SJN credit card donations, you would select: “Interco-SJN Receivable – Merchant”.
8. In the “Memo Field”, use the memo that is on your check stub. For example, it may read “DAC – March 2006 Disbursements”.
9. In the “Check Number” field, put the check number of the check being deposited.
10. In the “Payment Method” field, please choose “Check” from the drop down box.
11. In the “Class” field, please leave this area blank. THIS IS ONE OF THE FEW TIMES THAT YOU WILL LEAVE THE CLASS BLANK.
12. In the “Amount” field, put the amount of the check being deposited.
13. Place the deposit slip in your printer and then click “Print” at the top of the screen and print the deposit slip.
14. Then click “Save and Close”.
15. Once you have printed your deposit slip, attach the copies of the checks to the deposit summary part of the deposit slip. You will then attach your receipt of deposit from the bank to the bottom front of the deposit summary sheet making sure to not cover up the data on the deposit summary sheet. Each deposit you make will include the deposit summary detail, copies of the checks being deposited and the receipt that the deposit was taken to the bank and posted to your account. You need to set up a file to save the copies of deposits. Records of deposits must be kept for a minimum of seven years.
Non-Basic Deposits – Employee Contributions

In addition to receiving inter-company deposits for credit card donations, your community may receive inter-company deposits for employee contributions received thru Mobile Loaves & Fishes, Inc. At the time of receipt, the Mobile Loaves & Fishes, Inc. Accounting Department will post the donation to the various donors’ accounts. Merely, follow the instructions below to deposit the funds into your banking account.

1. Checks should be stamped on the back with the community’s endorsement stamp immediately upon receipt.
2. Make copies of all checks to be deposited.
3. From the home screen, click on “Record Deposits” located on the right side of the screen. Select “Cancel” if the “Payments to Deposit” Screen appears.
4. In the “Deposit To” field, choose your bank account from the drop down box. This would be your community bank account.

5. Put the date you are entering the deposit in the date field.
6. In the “Received From” field, choose the customer name that the deposit is FROM. For example, for employee giving deposits, you would choose “Mobile Loaves and Fishes, Inc. (donor)”. NOTE: There are two of these names – one in the customer listing and one in the vendor listing – use the customer listing.
7. In the “From Account” field, you would choose the account pertaining to your community that is listed as “Interco – ‘Your Community’ Receivable”. For example: “Interco-DAC Receivable” if your community is the Downtown Alliance. Under your Interco-Community Receivable account, there are sub accounts to specify from which community the amount was received. Continuing with the example of DAC employee giving deposits, you would select: “Interco-DAC Receivable – Inc”.

8. In the “Memo Field”, use the memo that is on your check stub. For example, it may read “Employee contribution from United Way – Check #75135 dated 09/06/07.”

9. In the “Check Number” field, put the check number of the check being deposited.

10. In the “Payment Method” field, choose “Check” from the drop down box.

11. In the “Class” field, leave this area blank. **THIS IS ONE OF THE FEW TIMES THAT YOU WILL LEAVE THE CLASS BLANK.**

12. In the “Amount” field, put the amount of the check being deposited.

13. Place the deposit slip in your printer and then click “Print” at the top of the screen and print the deposit slip.

14. Then click “Save and Close”.

15. Once you have printed your deposit slip, attach the copies of the checks to the deposit summary part of the deposit slip. You will then attach your receipt of deposit from the bank to the bottom front of the deposit summary sheet making sure to not cover up the data on the deposit summary sheet. Each deposit you make will include the deposit summary detail, copies of the checks being deposited and the receipt that the deposit was taken to the bank and posted to your account. You need to set up a file to save the copies of deposits. Records of deposits must be kept for a minimum of seven years.
DONOR INFORMATION

Set Up Donors
When entering a deposit, and the donor is not found, always select “Set-Up”, NEVER “Quick Add” (people seem to forget to go back and enter this vital information that we will need to send your donors year-end tax statements).

1. Under “Customer Name” enter LAST NAME, FIRST NAME (Husband and Wife) for Individual donors.
2. Under “Company Name” enter name of Company or Foundation. If donor is an individual, leave the “Company Name” blank.
3. Under the “First Name” enter the first name that appears on the check. Usually Husband’s name and then the Wife’s name. If donor is a Company or Foundation, leave the “First Name” blank.
4. Enter the “Last Name”. If donor is a Company or Foundation, leave the “Last Name” blank.
5. In the “Address Bill To” field, the name should appear as either the Husband’s and Wife’s first names followed by their last name or the Company/Foundation name. The mailing
address should be listed below the name with the city, state and zip below the mailing address, then click the “COPY >>” button to copy the address into the “Ship To” field.

6. Click the “Additional Info” tab.

7. Under “Type” select the drop down box and pick your community. This is one way the Corporate office can determine to which community a donor belongs in case of an undesignated donation. Then click “OK” to save it.
8. Click the “Job Info” tab.
9. Under “Job Type” select the drop down box and choose one of the following job type options:
   Company
   Company – Individual (Individuals giving through a company, i.e. employee giving)
   Foundation
   Foundation – Individual (Individuals giving through a foundation)
   Individual
   Other (Churches, Boy Scout troops, other misc. organizations)
   Other – Individual (Individuals giving through a church)
Edit Donors

1. Select “Customer Center”.

2. Select the “Customer” (donor) under the tab “Customers & Jobs”. Use the scroll bar or click on any customer’s name begin typing the customer’s last name. Then, double click on the donor’s name, or select the “Edit Customer…” box at the top right of your screen. **TIP:** Do not use the “Find” box at the top left of your screen to search for a customer (if it is available) – it is extremely slow.
3. Make changes as necessary, following the rules as established in “Set Up Donors” section.
CHECKS

Before you can cut checks to pay bills, you must first enter the invoice or statement into QuickBooks.

Entering Bills or Invoices

1. From the home screen, click on “Enter Bills”.

**Note:** transaction will default to information of prior transaction.

**IMPORTANT!!** - Choose Class only
2. Make sure “Bill” is clicked and not the “Credit” (unless you are entering a vendor credit).

3. From the A/P (Accounts Payable) Account drop down box, choose your community’s AP trade account ONLY. For Example: AP-SME Trade. Do NOT use any other AP Account.

4. Always complete the following fields:
   a. Vendor name (who the invoice is from). To set up a new vendor see the “Vendors” section in this manual.
   b. Date OF the invoice (NOT the date you are entering the invoice).
   c. Reference number is the invoice number (this is important because the invoice number will distinguish one invoice from another with the same amount due).
   d. Amount of the invoice.
   e. Any memo related to that invoice.

5. From the “Account” drop down box, choose the account in which the bill should be posted. This will almost always be an expense account. Be careful. Some of the expense accounts are similar in spelling to the income accounts and the auto fill may stop at an income account. NEVER set up a new account. If you cannot find the correct account, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

6. The amount of the invoice should auto fill from the earlier entry entered in the top part of the screen.

7. Use the memo field to put any memo related to the invoice again – you have more space here than in the upper section. Give full descriptions of the type of goods or services. Here more information is best.

8. Choose the “Class” that the invoice should be posted to. This should be your respective community. All bills you enter should always have a “Class”. NEVER set up a new class. If you have questions regarding class, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

9. Click “Save & New” if you have more invoices to enter. Click “Save & Close” if you are finished entering invoices.
Paying Bills

1. From the “Home” screen, click on “Pay Bills”.

Choose the correct A/P account

Be careful to choose the correct bank account
2. You have two choices in viewing bills in your A/P; you can choose to view them by a specific due date that you enter in or you can choose to “view all”. Viewing all allows you to see everything you have in your A/P.

3. Make sure you choose the correct A/P account from the drop down box. It will not automatically pull up your account when going to this screen. You will normally choose your community name-Trade account. For example: “A/P - SJN Trade”, first.

4. On the far left side, check off the bills you want to pay. You should see a check mark once you have selected that bill. You will also see the amount to be paid on the far right side of the screen. Should you want to pay a partial amount instead of the full amount due you may change the amount to pay in the “Amt to Pay” column merely by spacing over to the column and entering the amount you want to pay.

5. If you are uncertain what an invoice is for, you can click it and then click “Go to Bill” which is about mid way down on the left. This will take you to the actual invoice that was entered in QuickBooks. To return to the “Pay Bill” screen, simply hit escape on your keyboard.

6. After choosing what bills you want to pay, you will see the total amount due for the selected bills at the bottom right hand screen.

7. You may also have credits available to offset bills to pay. Please see instructions on applying credits to bills.

8. THIS NEXT STEP IS VERY IMPORTANT. Once you have selected all bills you want to pay, choose your bank account from the drop down box in the “Payment Account” section which is in the lower left hand corner. By forgetting to do this will cause significant work on your part and our part to clean up. PLEASE PAY SPECIAL ATTENTION TO MAKING THE CORRECT SELECTION BEFORE YOU CLICK “ENTER” or “Pay & Close” WHICH BEGINS THE PAYMENT PROCESS.

9. Choose “To be Printed” as the “Payment Method”. Make sure “Check” is showing as the type of payment method.

10. For the “Payment Date”, you would enter the date you are actually paying the bills. For example, if I were paying bills April 10, 2007, I would enter 04/10/2007.

11. Finally, you click “Pay and Close” in the lower right hand screen.

12. Repeat the same procedure for intercompany bills (i.e. “A/P –SJN(or your community)-Intercompany”). The A/P Intercompany account is used to post payables due to Mobile Loaves & Fishes, Inc. from your community for various expenses such as reimbursements for auto insurance, community pass thru or audit expenses. Intercompany Payables should be paid at least once a month.
Applying Credits to Bills

1. After each bill you select to pay, you should look to see if a credit is available to offset the bill.

2. If an amount shows up to the right of “Total Credits Available,” click on “Set Credits.”

3. You can apply credits up to the amount of the selected bill. Note: you can only choose one bill at a time to which the credit can be applied to. If the credit is for more than the bill, you will apply it to one bill at a time.

4. After selecting a credit to apply to the bill, choose “Done” on the Discount and Credits dialog box.

5. Repeat this process for each bill selected as long as there are credits available.
Printing Checks

1. From the “Home” screen, click on “Print Checks”.

![Select Print Checks](image_url)
2. Choose your “Bank Account” from the drop down menu. PLEASE USE EXTREME CARE IN SELECTING THE CORRECT BANK ACCOUNT.

3. Review the “Check Number”. After the first check printed, the system should default to the next available check number. If this did not happen, you are either in the wrong account or have checks missing. Please follow up and make the necessary changes.

4. QuickBooks defaults to check each check off to be printed. If you want to print all checks, you would only need to click “Ok”.

5. The next screen that pops up will be the print screen. Make sure your printer is selected. Please be very careful that you are choosing your printer.

6. The next screen that pops up will be the print screen. Make sure your printer is selected. Please be very careful that you are choosing your printer.
7. Select the correct type of checks. You should select “Voucher Checks”.
8. Place the correct number of checks in your printer. The order you place your checks in the printer is based on whether or not your printer prints in reverse order or not. Please check out your printer in advance. Click “Print” and your checks will print.

Please make sure you use the drop down box to choose your printer. It may not always default to the correct printer.

9. QuickBooks has a pop up box that asks if all of your checks printed ok. If they did, click “Ok”. If they did not, this will allow you to enter in the first check number that did not print correctly. This puts that check and all other check numbers that fall after that one to be sent back to the print queue. You would then need to go back to step 1 and print those checks.
10. Mail the signed checks with the necessary enclosures. Tear off the bottom section of the voucher check and staple the invoice, statement, or other documentation to the back of the check copy.
11. File the check copies in Vendor files. Make a vendor file for your reoccurring vendors and then do several alpha files for the miscellaneous vendors. (A-F; G-L; M-S; T-Z). Keep your records in good order and save for seven years.
Voiding Checks

There may be times that it is necessary to void a check that you created in QuickBooks. You may need to void a check if realized that you paid the wrong amount, entered the name incorrectly, etc. **YOU NEVER WANT TO DELETE A CHECK – ONLY VOID IT.**

1. There are two ways to void a check. One is to pull up the check using the “Find” feature. See “FINDING TRANSACTIONS” in this manual. The second is to go directly to the “Check Register” from the “Home Page”.
2. Choose your bank account and click “ok”.
3. Highlight the check desired and go to “Edit” at the top of the screen, and choose “Void Check”.
4. Use the memo field to be as descriptive as possible as to why you are voiding the check.
5. Finally, click “Save and Close” and the check should be voided at this time.
6. If this check was used to pay a bill, you will get a warning saying that “This check was used to pay some bills, are you sure you want to void it”. Click “Yes”. The invoices used to pay those bills will be back in your A/P account to be paid.
7. Contact your Mobile Loaves & Fishes Accounting Representative to walk you through the first time you void a check.
DEBIT CARDS

Debit Card transactions should be recorded within a week after the transaction occurs. Please note, if you need to void a debit card transaction, follow the “Voiding Checks” procedures under the “Checks” section of this manual.

1. From the “Home” screen, click on “Write Checks”.
2. From the Bank Account drop down box, choose your community’s Bank Account ONLY. For Example: Bank of America - SJN. Do NOT use any other Bank Account.

3. Always complete the following fields:
   a. Vendor name (where the transaction occurred). To set up a new vendor see the “Vendors” section below.
   b. Date OF the transaction (NOT the date you are entering the transaction).
   c. For the Reference number (“No.” on the screen), type “Debit”.
   d. Amount of the transaction.
   e. Any memo related to that transaction.

4. From the Account drop down box, choose the account to which the transaction should be posted. This should always be an expense account. Be careful. Some of the expense accounts are similar in spelling to the income accounts and the auto fill may stop at an income account. NEVER set up a new account. If you cannot find the correct account, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

5. The Amount section should auto fill from the amount you entered at the top of the screen.

6. Use the memo field to put any memo related to the invoice again – you have more space here than in the upper section. Give full descriptions of the type of goods or services. Here more information is best.

7. Choose the “Class” that the transaction should be posted to. This should be your respective community. All bills you enter should always have a “Class”. NEVER set up a new class. If you have questions regarding class, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

8. Click “Save & New” if you have more transactions to enter. Click “Save & Close” if you are finished entering debit card transactions.
VENDORS

Entering a new vendor

1. From the “Home Page” select “Vendor Center”.

2. Select “New Vendor” and enter all of the vendor information including name of company, mailing address for remittance, phone number, and contact information available.
3. Select the tab for “Additional Information” and complete your account number with the vendor. Your account number will print on the check if you enter it here.

4. It is important to know that Mobile Loaves & Fishes must send an IRS Form 1099 to all non-incorporated service vendors that earn $600.00 or more at the end of every year. This includes anyone who might have provided contract labor to your Mobile Loaves & Fishes community. For any vendor who falls within this category, be sure to complete the “Tax ID Number” and click the “Vendor eligible for 1099” box.

5. Click “OK”.

![Image of QuickBooks screen showing vendor information]

- **Tax ID # here**
- **Check here for 1099**
Editing Vendor Information

Be sure to keep up to date information on your vendors. Change of addresses and the like can easily be done.

1. From the “Home Page,” go to “Vendor Center”.
2. Select your vendor from the list of vendors under the “Vendors” tab. You can use the scroll bar or click on any vendor’s name and begin typing the vendor’s name.
3. Double click on the vendor, or highlight the vendor and select the “Edit Vendor…” box and begin editing the necessary information. Select “Ok” when complete. **TIP:** Do not use the “Find” box on the left hand side of your screen (if it is available) – it is extremely slow.
ENTERING CREDIT CARD TRANSACTIONS

1. From the “Home Page,” click “Enter Credit Card Charges.”

Select Enter Credit Card Charges
2. Make sure “Purchase/Charge” is clicked if you are entering a credit card charge. If you are entering a credit card credit, make sure “Refund/Credit” is clicked. **NOTE:** Each time you enter a charge or credit, it is important to verify the appropriate one is clicked as QuickBooks defaults to your previous selection.

3. From the Credit Card drop down box, choose your community’s Credit Card Accounts **ONLY.** For Example: AP - AMEX - SFA. **Do NOT use any other community’s Credit Card Accounts.**

4. Each individual charge on the credit card statement will be recorded separately. Always complete the following fields:
   a. Purchased From (choose vendor for the individual charge).
   b. Date OF the individual charge (NOT the date you are entering the invoice).
   c. Amount of the invoice.

5. From the account drop down box, choose the account in which the individual charge should be posted. This will usually be an expense account. Be careful. Some of the expense accounts are similar in spelling to the income accounts and the auto fill may stop at an income account. **NEVER** set up a new account. If you cannot find the correct account, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

6. The invoice amount should auto fill from the amount entered in the top part of the screen.

7. Use the memo field to put any memo related to the individual charge or credit again — you have more space here than in the upper section. Give full descriptions of the type of goods or services. Here more information is best.

8. Choose the **“Class”** that the invoice should be posted to. This should be your respective community. All credit card charges and credits you enter should always have a “Class.” **NEVER** set up a new class. If you have questions regarding class, please contact your Mobile Loaves & Fishes, Inc. Accounting Representative.

9. Click **“Save & New”** if you have more charges or credits to enter. Click **“Save & Close”** if you are finished entering all credit card charges and credits.
**REVIEWING/EDITING TRANSACTIONS**

From time to time you will need to review the deposits and checks in your account. There are various ways to accomplish this. One way would be to review a check register.

1. From the “Home Page”, click “Check Register”.

2. A dialog box will appear, choose the appropriate bank account and click “OK.”
3. Once in the register, you can scroll to view historical transactions or double-click on the lower half of each transaction to view the original transaction.

4. To review the transaction more completely, select “Edit Transaction”. This will pull up the original transaction as entered. Exercise great caution in using this screen as you can edit various aspects of the recorded transaction. You may only change an **UNCLEARED** item (one that has **not** been cleared in the bank reconciliation process). Should you have a need to correct an item that has been cleared in bank reconciliation, contact your Mobile Loaves & Fishes Accounting Representative.
RECONCILE BANK ACCOUNT

Each and every month it is extremely important that your community bank account be reconciled no later than the 10th of the month for the prior month’s activity. Many Mobile Loaves & Fishes functions happen on the 11th of the month, such as the posting of community pass-thru, financial management meetings, etc. If you are unable to do so in a particular month, please notify your Mobile Loaves & Fishes Accounting Representative by the 10th of the month.

Before beginning to reconcile your bank account in QuickBooks, take a few minutes to review your bank statement for accuracy. Review the fronts and backs of each check looking for inconsistency or fraud. Pay special attention to unfamiliar names of companies or individuals. Follow up on anything that seems out of the ordinary.

1. From the “Home Page” click “Reconcile” to begin Bank reconciliation.

![Select Reconcile](image_url)
2. A dialog box will appear. Select your community account.

3. Fill in the ending date stated on your Bank Statement.
4. Verify that the beginning balance on the Bank Statement agrees with the beginning balance in QuickBooks. If there is any variance, contact your Mobile Loaves & Fishes Accounting Representative to walk you through the remaining reconciliation procedures.
5. Fill in the ending balance as stated on your Bank Statement.
6. Fill in the service charge, if any, the same date as your ending date as stated above, the appropriate Expense Account (Bank Service Charges) and your community “Class”.
7. Fill in the interest income, if any, the same date as your ending date as stated above, the appropriate Income Account (Interest Income) and your community “Class”.
8. Click “Continue” and a new screen pops up.
9. Click off each deposit in QuickBooks as it appears on the bank statement. Pay special attention that the amount in QuickBooks **EXACTLY** matches the amount on the bank statement.

10. Click off each check in QuickBooks as it appears on the bank statement. Pay special attention that the amount and check number in QuickBooks **EXACTLY** match the amount and check number on the bank statement.

11. Should you discover during the reconciliation process that a deposit was inadvertently omitted; you can go to “Home Page” and click on “Make Deposits”. Enter the deposit as you would normally. Chose “Close and Save” box and it should bring you back to the reconciliation process.

12. Should you discover during the reconciliation process that a check was inadvertently omitted; you can go to “Home Page” and click on the “Home Page”. Select “Write Checks”. De-select the box that states “To be printed” then begin filling in the necessary information, including the check number. Chose “Close and Save” box and it should bring you back to the reconciliation process.

13. When the “Difference” box equals -0.00-, your account will be reconciled. If it does not equal -0.00- you must continue to look for any item that either did not clear the bank or was not entered in QuickBooks. Each account must be reconciled to the penny. No variances may occur. If you must leave the reconciliation process for any reason before completing the process, merely click the “Leave” box and it will save the work you have already done. Once the “Difference” box equals -0.00-, click the “Reconcile Now” box.
14. A dialog box will appear to select “Reconciliation Report. Choose “Both” and “Print” to print out both a summary and a detailed reconciliation report.

15. Staple both reports and check copies to the back of the bank statements. Set up a folder to file bank statement together for each calendar year.

16. Be sure to review the “uncleared” items. As a general rule, all deposits should be “cleared”, unless, perhaps the deposit was made on the last day of the month. Investigate any deposits that are “uncleared”. Review all “uncleared” checks. Notice any irregularities. Please consider whether a check that is still “uncleared” after three months should be voided.
RECONCILE CREDIT CARD ACCOUNT

Each and every month it is extremely important that your community credit card account(s) be reconciled no later than the 10th of the month for the prior month’s activity. Many Mobile Loaves & Fishes functions happen on the 11th of the month, such as the posting of community pass-thru, financial management meetings, etc. If you are unable to do so in a particular month, please notify your Mobile Loaves & Fishes Accounting Representative by the 10th of the month.

Before beginning to reconcile your credit card account in QuickBooks, take a few minutes to review your credit card statement for accuracy. Pay special attention to unfamiliar names of companies or individuals. Follow up on anything that seems out of the ordinary.

1. From the “Home Page” click “Reconcile” to begin Bank reconciliation.
2. A dialog box will appear. Select your community credit card account.

Choose Credit Card Account

Enter ending date of credit card statement

Enter Ending Balance

3. Fill in the closing date stated on your Credit Card Statement.
4. Verify that the beginning balance on the Credit Card Statement agrees with the beginning balance in QuickBooks. If there is any variance, contact your Mobile Loaves & Fishes Accounting Representative to walk you through the remaining reconciliation procedures.
5. Fill in the closing balance as stated on your Credit Card Statement.
6. Fill in the finance charge, if any, the same date as the closing date on your Credit Card Statement, the appropriate Expense Account (Finance Charges) and your community “Class”.
7. Click “Continue” and a new screen pops up.
8. Click off each payment and charge in QuickBooks as it appears on the credit card statement. Pay special attention that the amount in QuickBooks EXACTLY matches the amount on the credit card statement.

9. Should you discover during the reconciliation process that a charge or credit was inadvertently omitted; you can go to “Home Page” and click on “Enter Credit Card Charges”. Enter the credit card charges or credits as you normally would. Chose “Close and Save” box and it should bring you back to the reconciliation process.

10. When the “Difference” box equals -0.00-, your account will be reconciled. If it does not equal -0.00- you must continue to look for any item that either did not clear the bank or was not entered in QuickBooks. Each account must be reconciled to the penny. No variances may occur. If you must leave the reconciliation process for any reason before completing the process, merely click the “Leave” box and it will save the work you have already done. Once the “Difference” box equals -0.00-, click the “Reconcile Now” box.

11. A dialog box will appear to select “Reconciliation Report. Choose “Both” and “Print” to print out both a summary and a detailed reconciliation report.

12. Staple both reports and check copies to the back of the credit card statements. Set up a folder to file credit statements together for each calendar year.

13. Be sure to review the “uncleared” items. As a general rule, all credit card transactions should be “cleared”. Investigate any charges that are “uncleared”. Notice any irregularities. Please consider whether a charge that is still “uncleared” should be voided.

14. After printing the reconciliation report, a dialog box will appear giving you the option to print a bill payment or enter a bill for payment later. Choose “Enter the bill for payment later.” Make sure you select your Community’s A/P trade account (i.e. A/P-SJN Trade) from the
drop down box so the bill posts to your Community’s A/P trade account. Make sure all fields are filled in with the exception of the class field. This is one of the few times you will not select a class (as the charges were already classed when you initially entered them).

15. Note: Do not enter the credit card bill again and do not write a check for payment. After following the steps to enter credit card transactions and reconcile credit card accounts, the credit card bill should be listed in your Community’s A/P Trade account for you to pay as you would any other bill.
FINDING TRANSACTIONS

There will be numerous occasions when a search of specific transactions or general transactions tied to vendors and donors is necessary. The following provides a quick reference for finding transactions in QuickBooks.

1. On the “Edit” menu, choose “Find” OR on your keyboard hold down the “Ctrl” button and push the “F” button.

2. Select the “Advanced” tab.

3. Make sure the “Current Choices” field is blank. Select “Reset” to clear any selections you have not chosen. Choose the appropriate filter to search, type in the information known, click “Find”.
   a. To find by check number, click on “Number” from the list on the left. Enter the check number in the number field and then click “Find” on the top right side of the screen. This will take you to all the checks written by any community with that particular check number. Be very careful to choose the check number that is for your community. Open the transaction by double-clicking it.
   b. To find by the amount of the check, choose “Amount” from the list on the left. Enter in the amount of the check, check the “=” box and click “Find”. Again, be careful to only choose the one that is for your community. Open the transaction by double clicking it.
c. To find by the vendor name, choose “Name” from the list on the left and then choose the vendor name from the drop down box. Then click “Find”. This pulls up ALL activity for that vendor.

d. There are many other ways to find items by class or memo. You may also search by multiple filters, i.e. name and amount. Feel free to practice as needed.

3. Double-click on any result found to go directly to the detailed historical information.
REPORTS

To view reports for your community:

1. From the “Home Page” click “Reports”.
2. From “Reports” click “Memorized Reports”.
3. From “Memorized Reports” find your community listed and a pop up box will list the various saved reports. Merely click on the desired report.
4. For assistance in customizing the saved reports or creating new ones, please contact your Mobile Loaves & Fishes Accounting Representative.

Select your community reports
INCOME AND EXPENSE ACCOUNTS

Below is a list of typical income and expense accounts that Mobile Loaves & Fishes’ Communities are likely to use.

Income Accounts

- Church Service 2nd Collections
- Company Match
- Contributions
- E-Commerce-TShirt/Hat/DVD Sales
- Employee Contributions
- Fundraising Event Income, Net
  (see Fundraising Event Section)

Expense Accounts

- Advertising
- Automobile Expense
  - Fuel
  - Mileage Reimbursement
  - Miscellaneous
  - Parking and Tolls
  - Propane
  - Repairs & Maintenance
- Background Check
- Bank Service Charges
- Bus Passes
- Charitable Donations
- Conferences and Seminars
- Dues and Subscriptions
- Facilities Expense
  - Electricity
  - Garbage Service
  - Janitorial
  - Landscape
  - Repair and Maintenance
  - Water
- Food
  - Monthly Food & Supplies
- Interest Expense
- IT Expenses
  - Computer Supplies & Maintenance
  - Internet Expense
- Licenses, Permits & Fees
- Marketing Expenses
- Meals & Entertainment
- MLF Merchandise
- Office Supplies
- Outside Services
  - Administrative
  - Maintenance
  - Outside Services - Other
- Postage and Delivery
- Printing and Reproduction
- Professional Development/Training
- Promotional Expense
- Rent
  - Rent - Equipment
  - Rent - Facilities
  - Rent - Other
- Specific Asst To Individuals
- Supplies
  - Backpacks
  - Clothing
  - Kitchen
  - Supplies - Other
  - Socks
  - Truck
- Telephone
  - Mobile Phones
  - Office Phones
  - Telephone Equipment
- Travel & Entertainment
  - Travel Lodging
  - Travel Meals & Entertainment
  - Travel Transportation
FUNDRAISING EVENTS

Fundraising income is shown on our income statement net of fundraising expenses. Therefore, all expenses related to fundraising are actually defined in QuickBooks as “income” items and will essentially be recorded as negative income.

When you record fundraising expenses, you will create a bill just like you will for all other bills and then choose the appropriate Fundraising Expense account. All Fundraising Expense Accounts can be found under the income account: “Fundraising Event Income, Net”. For example, if you receive a bill for advertising costs associated with your fundraising event, then you would choose the “Fundraising Event Income, Net: Fundraising Event Expenses: Advertising” account. The easiest way to do this is to start typing “Advertising” and choose the right account from the drop down menu. Below is a list of Fundraising Event Income and Expense Accounts, which can all be located in QuickBooks under the “Fundraising Event Income, Net” income account.

### Fundraising Event Income, Net

- Auction Item Income
- Donations
- Fundraising Event Expenses:
  - Advertising
  - Bank Charges
  - Contract Labor
  - Decorations
  - Entertainment
  - Equipment Rental Expense
  - Event Facility Costs
  - Event Planning
  - Food & Drink Expense
  - Meals & Entertainment
  - Mileage Reimbursement
  - Miscellaneous Expense
  - Printing - Other
  - Printing - Posters
  - Printing - Signage
  - Supplies
  - Video Costs
- In-kind Contribution *(see Recording Donations Section)*
- Miscellaneous Income
- Raffle Income
- Registration Income
- Sponsorship Income
- Ticket Sales
9% COMMUNITY PASS THRU
AND
OTHER INTERCOMPANY BILLS

Mobile Loaves & Fishes, Inc. (MLF) will bill your community a general overhead allocation of its expenses expressed as a percentage of the gross income your community takes in on a monthly basis. This general overhead allocation is commonly referred to as a “Community Pass Thru” (CPT). Unless otherwise agreed upon, your community shall be granted a one year grace period from the payment of the general overhead allocation beginning the date the truck was delivered to your community. After year one, the CPT percentage will be nine percent (9%). If the percentage is to change, MLF will notify your community by December 31st preceding the applicable year.

MLF shall record the CPT intercompany bill in QuickBooks by the 10th of the following month. Payment should be made to MLF monthly by the 15th of the month.

There is one exception to the CPT assessment on gross income. If a community plans and executes a fundraising event in which $10,000 in gross fundraising income is budgeted, then the community may submit a budget in advance of the event to the MLF Accounting Representative. Subject to the MLF Accounting Representative’s approval, the CPT may be calculated on the NET fundraising event income (i.e. gross fundraising income less fundraising expenses).

Additionally, MLF shall be entitled to charge your community for direct services performed for the community or purchased for it, including but not limited to:

- Truck Insurance
- Alterations to your truck
- Licensing and registration fees related to any vehicles in use by your community
- Prorated expenses related to the preparation of MLF’s annual tax return
- Prorated expenses related to the preparation of the annual audit

If you have any questions regarding the Community Pass Thru or other intercompany charges, please contact your Mobile Loaves & Fishes Accounting Representative.
Please forward any questions to:

Katie Zunker  
Mobile Loaves & Fishes  
903 S. Capital of Texas Highway  
Austin, TX  78746  
katie@mlf.org  **

512.328.7299  x106  office **  
512.328.7223  fax  
512.799.2302  cell  

**Preferred contact