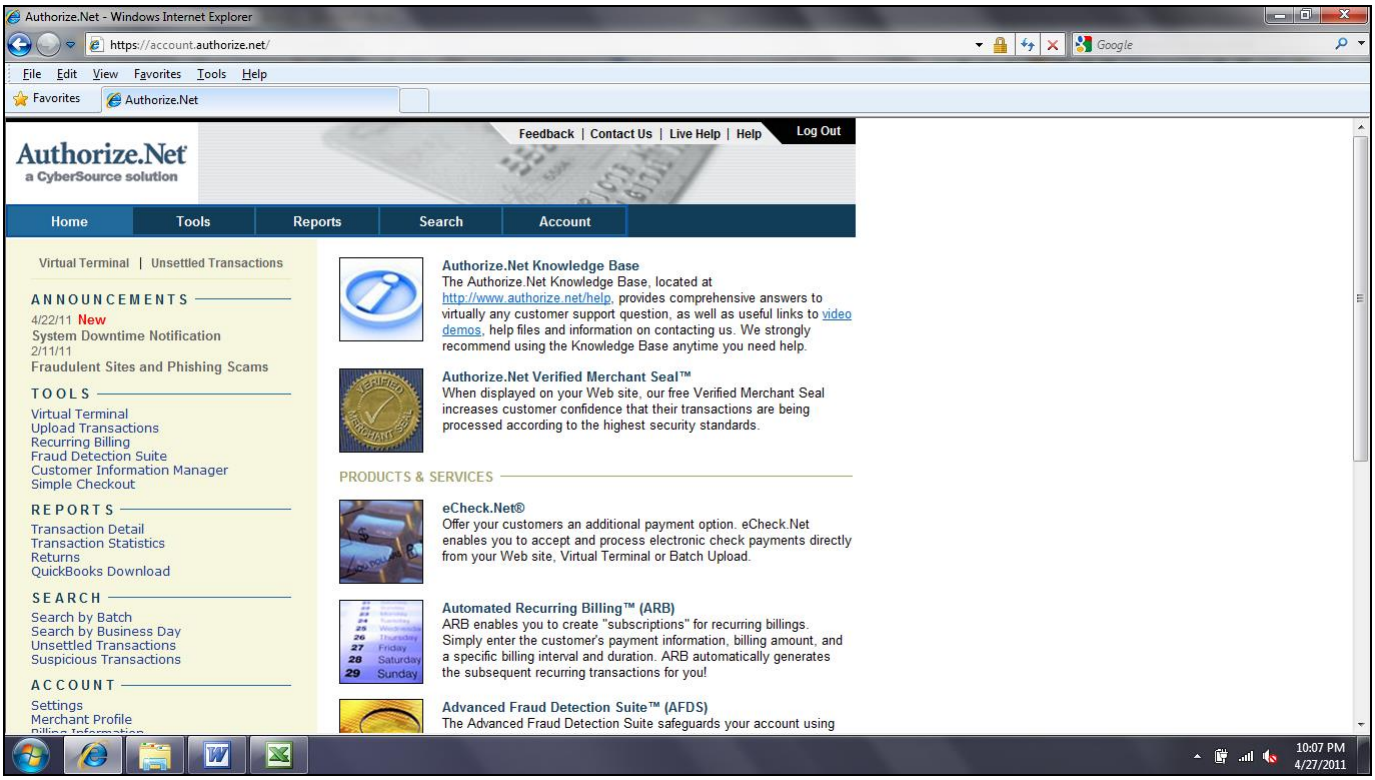
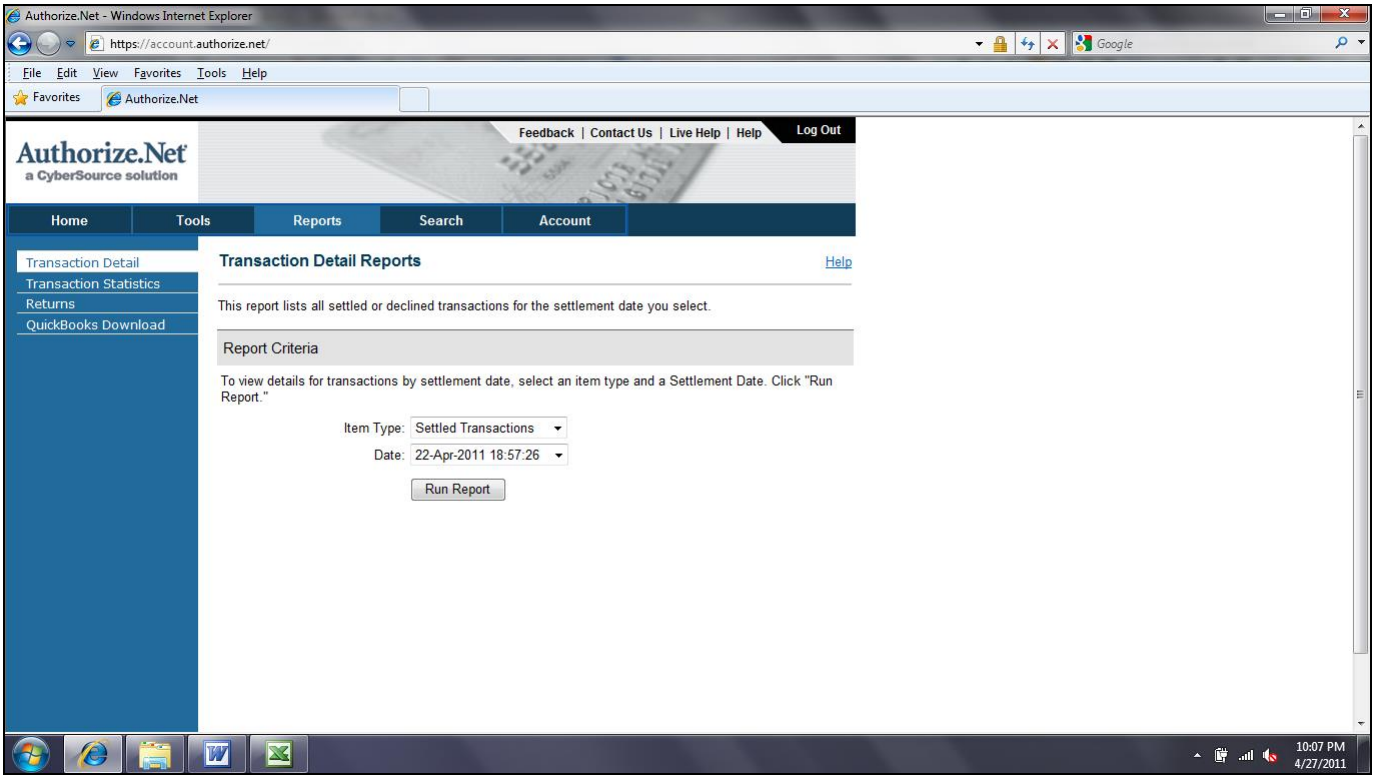
IFMA Treasurer
Standard Operating Procedures

1. Handover
    a. Incoming Treasurer should purchase:
        i. Quicken download
        ii. Stamps
        iii. Envelopes for mailing checks
    b. Current Treasurer to provide Quicken Backup file for transferring history
    c. Visit the bank to sign signature card
    d. Login and Password Information
        i. Quicken
            1. Vault Password – 4362hou
            2. The savings account and the CD stopped reporting when I upgraded to Windows 7. You may be able to fix it on your end? Not sure what happened there -
        ii. Authorize.net (http://www.authorize.net/)
            1. Process for bank reconciliation
                a. Click on Reports

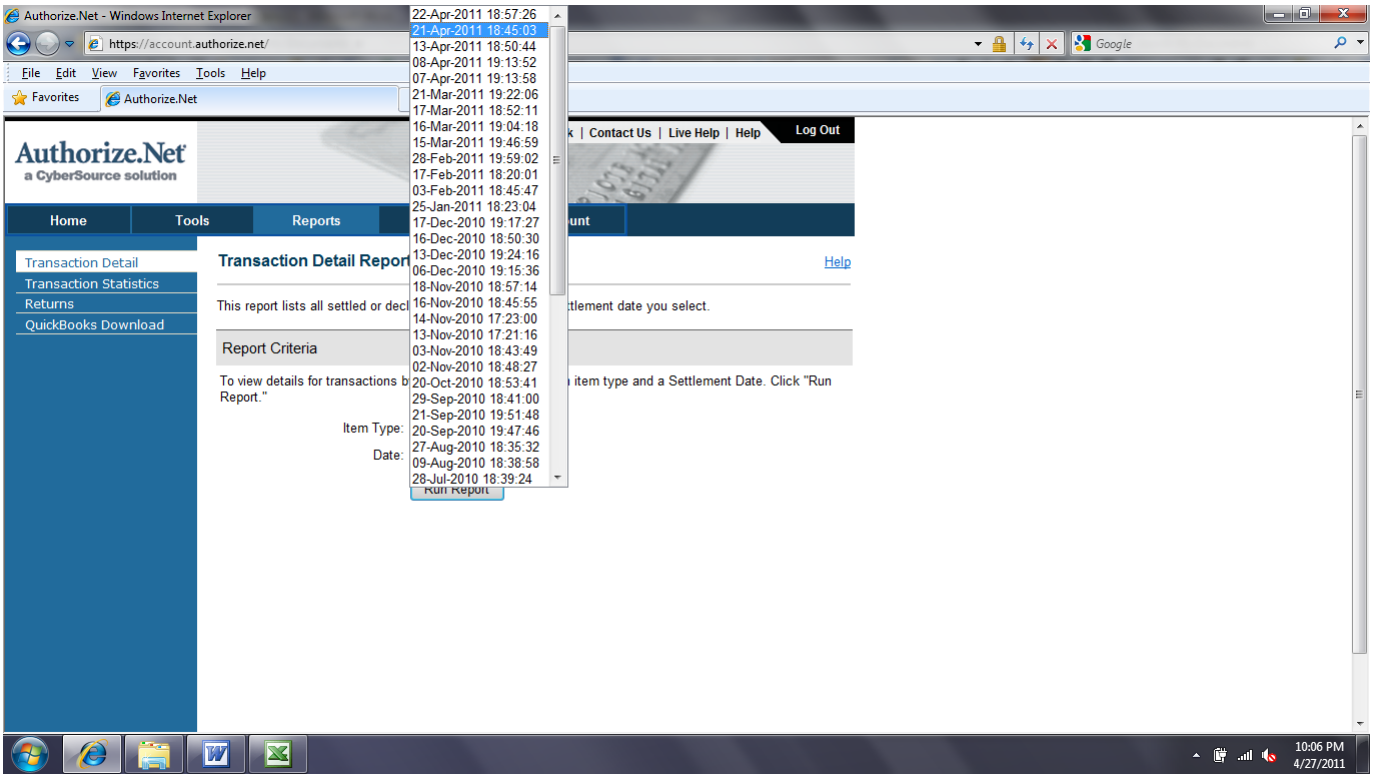




b. Choose the date of the deposit in the drop down screen

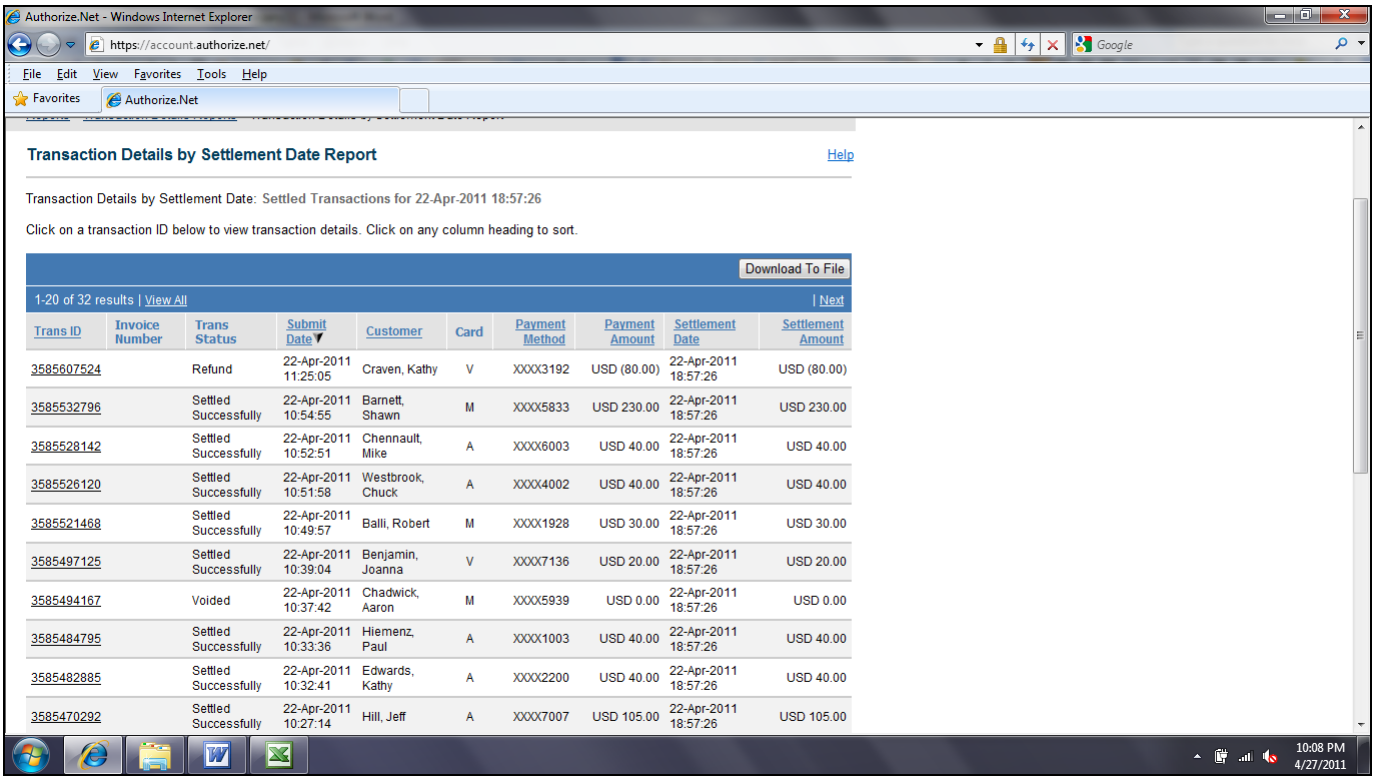
i. Each date should be run independently so you can reconcile to the dollar amount processed by AMC

ii. The dates should correspond closely to the date of the deposit in Quicken

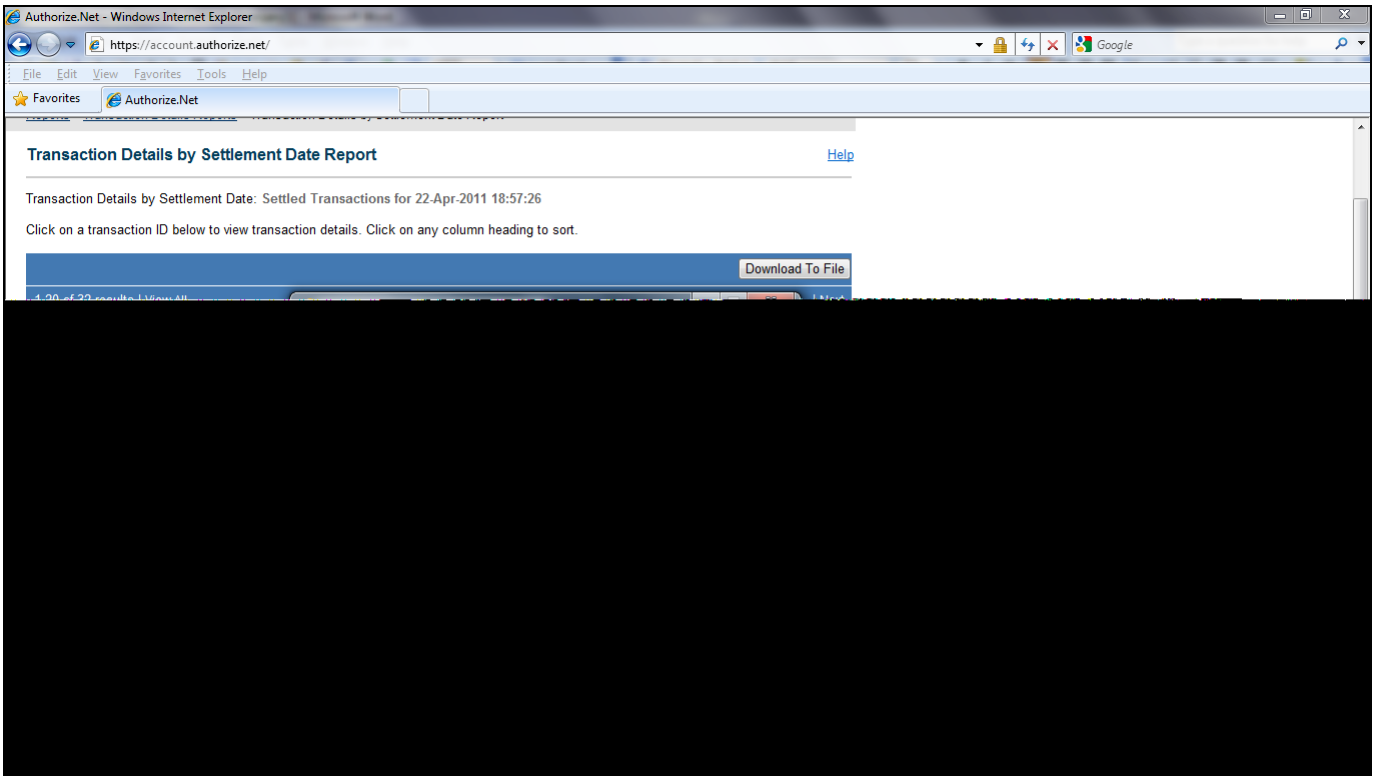


c. Click Run Report

d. Click “Download to File” and a pop up window will appear



e. Choose “Standard with Card Code /Tab Deliminated



f. Ensure “Include Column Headings” is clicked

g. Click “Submit”

h. Click Save –

i. Suggest you Type over the File Name with the Date of the Settlement Transaction from the previous screen (April 22, 2011)

j. Open the file you saved with EXCEL

k. Sort the file by Column A – Response Code (Click DATA in the Tool Bar and Choose Sort By Column A

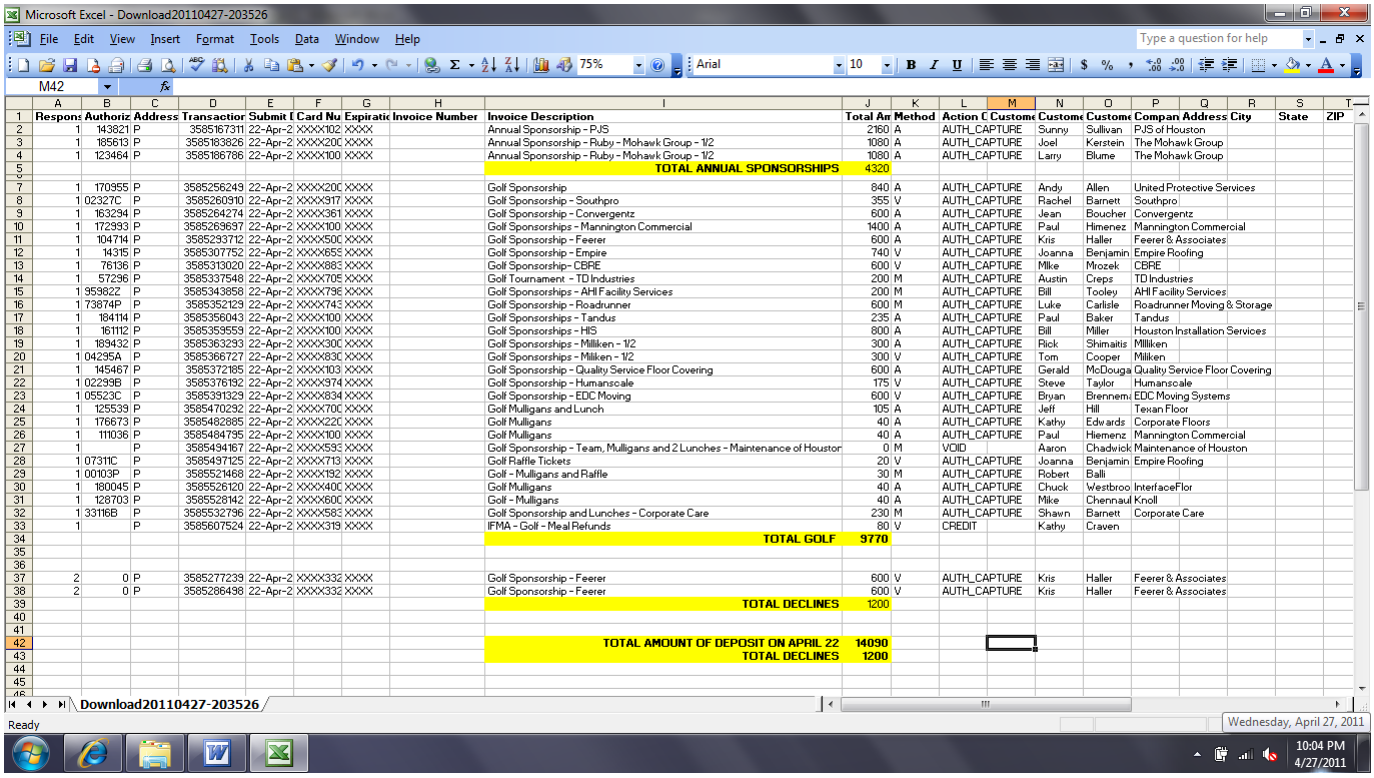
   i. Code 1 – settled successfully

   ii. Code 2 – Declined

   iii. NOTE – All Code 1’s should match exactly to the deposit in Quicken!!!!!!

l. Sub Total the deposits by Column I – Invoice Description

SCREEN SHOT



iii. Bank of America (bofa.com)
    1. Login ID - ifmahouston
    2. Passcode - Facilities2011
    3. favorite hobby –fishing
    4. favorite hero – Aquaman
    5. high school – hamburg
    6. **verbal passcode – Patches** (you will need this anytime you call the bank to make changes)
    7. authentication symbol – queen of spades photo
    8. To reset Password:
        a. Call 800-933-6262
        b. Or enter Debit Card number online

iv. Myclientline.net https://www.myclientline.net/
    1. login – cl.kneseks
    2. passcode – IFMA1234
    3. merchant account # - 313214283886
    4. DBA Name in the system
        a. IFMA HOUSTON CHAPTER

e. Checkbook

f. Expense Reports
    i. Form, receipts and where to charge is submitted
    ii. Treasurer issues check

2. Electronic File Format (on flash drive)
    a. IFMA Treasurer
        i. 2008 2009
        ii. 2009 2010
        iii. 2010 2011
            1. Accounting
                a. Deposits

i. Manual Deposits by AMC (checks and cash)
ii. Authorize.net Deposits (credit cards)
iii. Myclientline reporting (merchant account)

b. Invoices
    i. Administrative
        1. AMC Invoices
        2. Misc
    ii. Conferences
        1. IFMA Advocacy Day
        2. WWP
    iii. Graphics (Shari Wix Invoices)
    iv. INFO Click
    v. Meeting Programs
    vi. Newsletter Invoices
    vii. Young Professionals
    viii. Membership
c. Statements
    i. Authorize.net Reports
    ii. Bank Statements
    iii. Endowment Accounts
    iv. Merchant Account Reporting
        1. Statements
        2. Documents

2. Attendance Reports
3. Budgets
4. Contact List
5. Contracts
6. IFMA HQ Tax Return
7. IFMA Operations Manual
8. Meeting Minutes
9. Silent Auction Info

b. Monthly Reports (for BOD meeting)
c. Quicken Backup files
d. Recertification Files
e. SOP Information
f. W9 Form