

ORNCC Treasurer's Report - as of Dec. 31,2007 - Page 1 of 4

CASH IN BANK @ 1-1-2007

Umpqua- Business Checking	6,084.97	
Umpqua Money Market	10,052.68	
Umpqua CD	20,000.00	
First Regional Merchant Cash Acct	1420.97	
Total Cash in Bank @ 1-1-2007		37,558.62

INCOME- Jan 1- Dec 31, 2007

Donations received	250.00	
Books & materials -Gross sales	1212.86	
Cost of materials sold	- 727.72	
Interest income	<u>1129.86</u>	
Total income		1865.00

EXPENSES- Jan 1- Dec 31, 2007

Bank fees (incl credit card processing)	297.94	
Legal fees	125.00	
Professional support (website)	135.00	
Corporate fees	65.00	
Utilities- incl.Internet (Stuart)	928.99	
Printing & Copying	2.60	
Office supplies	42.17	
Board mtg. & Retreat expenses	682.91	
Gifts	52.38	
Donation to CNVC (Marshall 2005)	<u>1100.00</u>	
Total expenses		- 3431.99

Net Loss for 2007 (not including CNL Project) -1566.99

(cont)

Coalition for Nonviolent Living (CNL) Project (Nonviolence as a Way of Life Conference)  
(started June 1, 2007)

CNL INCOME- June 1-Dec 31, 2007

Donations received	200.00	
Paypal set up -deposit	<u>.28</u>	
Total CNL Income		200.28

CNL EXPENSES- June 1- Dec.31,2007

Assumed Business Name	55.00	
Printing & Copying	133.29	
Postage	43.30	
Office expenses	282.82	
Website- design & maint.	2509.50	
Utilities	269.91	
Education	35.00	
Conference Coordinator	2395.08	
Publicity Coordinator	750.00	
Meeting expenses	63.90	
Donation to Church (meeting space)	<u>200.00</u>	
Total CNL Expenses		<u>-6737.80</u>

3 7,5 5 8 • 6 2 +  
 1,5 6 6 • 9 9 -  
 6,5 3 7 • 5 2 -  
 7 2 7 • 7 2 +  
 3 0,1 8 1 • 8 3 \*

Net Loss from CNL Project -6537.52

*TO RECONCILE ACTIVITY WITH CHANGES IN CASH IN BANK*

*Accounts that affect income, but do not affect cash:*

CHANGES IN INVENTORY

Cost of books sold + 727.72

CASH IN BANK @ 12-31-2007

Umpqua- Business Checking	2,339.59	
Umpqua Money Market	2,508.34	
Umpqua CD	20,864.20	
First Regional Merchant Cash Acct	1,725.72	
CNL- OR. Cmty. Credit Union checking	2,738.98	
CNL- OR. Cmty. Credit Union savings	5.00	
Total Cash in Bank @ 12-31-2007		30,181.83

ORNCC Treasurer's Report - as of Dec. 31, 2007- Page 3 of 4 -NOTES:

- 1) As of Dec. 31, I entered all the information into our **\*\* NEW VERSION \*\*** Quickbooks, reconciled with the 6 bank account statements and the Credit Card statement.
- 2) Next, I prepared Quickbook Financial Reports. This treasurer's report is based on that information.
- 3) I am not including with this email, but the following items are printed out and available by request:
  - a) Dec. 31 bank statements from all 6 accounts & bank reconciliations
  - b) Quickbooks financial reports- Balance Sheet and Profit & Loss statement and the General Ledger with all the details for the year for all the accounts
- 4) Activity not yet recorded for 2007:
  - a) Compile physical inventory for all books and other materials we have for sale
  - c) Adjust cost of sales for physical inventory
- 5) Unpaid bills:
  - a) Local teams "profit sharing" -from misc. events -held in trust- aprox. \$1600
- 6) Recap of the CNL Project (Nonviolence as a Way of Life Conference)

ORNCC's Board approved spending the following:

Seed money	200.00
"Matching Grant"	10,000.00
"Additional Grant" (publicity)	<u>8,000.00</u>
	18,200.00

From June 1-Dec. 31, 2007:

ORNCC has transferred to CNL Checking	9,000.0
ORNCC paid directly for CNL expenses (before that bank account was set up)	<u>281.50</u>
	9,281.50

As of Dec.31, 2007, ORNCC has yet to

Transfer to CNL Checking	\$8918.50
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*7) My regular tasks- most monthly, some quarterly or annually :*

- a) Deposit income (ie: donations received in the mail,  
Also some material sales by others- forwarded to me.)*
- b) Keep track of deposits by others (material sales)- made to both the checking  
& credit card processing accounts*
- c) Keep track of income deposited directly to our credit card account- via the  
internet*
- d) Keep track of expenses and inventory purchases paid by others -  
charged to credit card*
- e) Enter credit card automatic payments- such as utilities*
- f) Write checks to pay bills- such as attorney, web designer etc.*
- g) Record checks and debits written by others to pay for expenses*
- h) Pay credit card online- by EFT from checking account*
- i) Enter information from all checking accounts and credit card on Quickbooks*
- j) Reconcile bank statements- 6 accounts*
- k) Reconcile credit card statements*
- l) Compile physical inventories of materials for sale*
- m) Make journal entries- ie: adjusting inventory and cost of sales*
- n) Produce Quickbooks financial reports - Balance Sheet, Profit & Loss, Check  
registers*
- o) Create Treasurers Reports for Board meetings, email to Board ahead of time.*
- p) Make sure Annual Corp. reports are filed - CT-12 and Dept of Justice*
- q) Make sure Tax returns are prepared and filed - Form 990*