



SBBA NUMBER CRUNCHIN' NEWS

MAY 10, 2010

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Welcome Committee

Lynne Klinkenberg
Lucy O'Brien

PRESIDENT'S MESSAGE

Hello Members of Santa Barbara Bookkeepers Association,

I am really looking forward to the seminar this next Saturday, May 8 – (editor's note: written prior to the seminar) to the Getting ORGANIZED! Sara Caputo – Radiant Organizing - promises to change our lives and I am ready. It seems that "accounting" and "organizing" are fairly similar. A lot of what bookkeepers do is organize in order to account for things – Yes?

I spoke to an accomplished bookkeeper in Arizona yesterday. She told me about how she handled the records for one of her small business clients. She takes all of the receipts for a month and sorts them by chart of accounts categories. I think she said she uses the same chart of accounts (and account numbers) for all of her clients. Then, using the calculator with tape, she first enters the account number with number sign – so it prints to left – then adds all of the receipts for that category. The total goes onto that line item of the P&L which she prepares in Excel (or Word?). The total sales number comes from client's point of sale summary. There is no general ledger and no bank reconciliation, but she does capture every "cash" expenditure from receipts. Finally she takes every receipt and her P&L report for the month and "binds" them with her plastic comb binding machine. She delivers the bound book to her happy client. The cover is clear with a "title" page and back cover is colorful!

Although I was surprised about the lack of a bank reconciliation, we both acknowledged that for some clients – this process was perfectly adequate, within the client's budget, and a big step above a potential mess. The bookkeeper was getting the paperwork organized! I especially appreciated the BEAUTY of the organization. The finished product looked quite nice. In a small (very small) business situation where there are many cash transactions that do not hit the bank account, this method of organizing receipts was lovely.

Yes – there is BEAUTY in our work! When things are accounted for and ORGANIZED they are lovely.

I have a quote to share – sorry I cannot remember the source: 1) Gratitude – take inventory of what we have and be grateful for richness in our lives, 2) Simplicity – clean up and clear out clutter, keep things simple, 3) Order – external and internal order comes next, 4) this leads to Harmony and an inner peace we can appreciate, 5) Beauty follows and this leads to 6) Joy. And yes I do feel a strong sense of joy when client work is cleaned up, put in order, and work is completed. OK Sara Caputo – I'm ready! See you all very soon. Regular May meeting is Tuesday May 18 11:30AM at Mulligan's

Sandy O'Meara

SBBA is an organization of (mostly) free-lance bookkeepers.

The purpose of the organization is to exchange information, increase our contacts and educate ourselves through our peers.

We have been in existence since 1991.

We publish a member roster as needed, and referral lists in November and May.

We are currently over 100 members strong.

Dues are \$60 each year - due on September 30.

We meet the third Tuesday of most months, at 11:30 am at Mulligans Café (at the SB Municipal Golf Course), where we have lunch and oftentimes a speaker. The cost is \$15.00 for each monthly luncheon meeting.

Our new website is coming soon!

www.sbbaonline.org

Secretary's Minutes

Due to last month being a social there are no minutes this month. Respectfully submitted,

Patty McDaniel-Meyers
Secretary

GUEST SPEAKERS SCHEDULE

05/18/10

Representatives of the following local organizations will tell us about their groups, including meeting details, cost of membership, and their Mission Statements.

S.B. Chapter of the American Payroll Association
NAWBO (National Association of Women Business Owners)
Santa Barbara Human Resource Association

06/15/10

Dept of Labor Standards Enforcement
Resources available, regulations we should know about, and your questions answered

We hope to see you there!

Lynne Klinkenberg
Sue Starlin
SBBA Program Committee

WEBSITE DEBUT – SBBAONLINE.ORG

Don't forget to check out our new website. This is a very professional website and the touch of beauty, aesthetics, and friendly usability is something we can all feel confident sending our colleagues, clients, and friends to. Thank you to all those involved.

NEWSLETTER SUBMISSIONS

Contact the Newsletter Committee by calling or emailing any one of the following committee members. Deadline for information to be included in the Newsletter is the 5th of each month:

Jan, Apr, July, Oct. – Doris Vickery - robt.doris.vickery@att.net 729-2809

Feb, May, Aug, Nov. – Kathy Rem – Kathy@firefox-inc.com 451-2359

Mar, June, Sept, Dec. – Karen Mora – scubaz@cox.net – 899-1936 x104