



SBBA NUMBER CRUNCHIN' NEWS

FEBRUARY 20, 2012

NOVEMBER 2011

OFFICERS

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Welcome Committee

Lynne Klinkenberg
Lucy O'Brien

PRESIDENT'S MESSAGE

Our dear leader seems to have forgotten to send this editor her President's message . . . she must have had other things on her mind . . . oh yeah . . . like preparing for a trip to PARIS! ☺

SECRETARY'S MINUTES

The October meeting of the Santa Barbara Bookkeepers' Association was held at Mulligan's Café on Tuesday, October 18, 2011.

Vicki opened the meeting at 11:50 a.m. She introduced a guest, Jr. Zermens brought by Irma of Harbor View Inn. Vicki also introduced a new member, Lea, who is learning to become a bookkeeper.

Vicki asked for a volunteer to help with the holiday party – Carol Rutten volunteered. (Thank you, Carol!)

A volunteer is needed for the Welcoming Committee. If you'd like to volunteer or would like more information about what this entails, please contact one of the Board Members.

10/18 was the last day to pay dues for the year in order to be included on the CPA referral list. This year, the CPA referral list will be sent to the local CPAs electronically.

Caron Garliepp introduced our speaker:
IRS representative **Orlando Hernandez**, Tax Compliance Officer Supervisor.

Orlando Hernandez
Tax Compliance Officer Supervisor
Area 07: Territory 03: Group 2205
751 East Daily Drive, Suite 103
Camarillo, CA 93010
Office 805-445-4541
Fax 805-445-4581

Mr. Hernandez covers the area from Santa Maria to Westlake.

Topics included:

1. Currently IRS audits are focusing on under reported income. (Does the return show enough income to support life style?)
2. When auditing employee/independent contractor issues, the IRS will put an emphasis on looking at how much control the "employer" has over the 'employee". If the position requires supervision, then

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.

Website
www.sbbaonline.org

the individual is an employee.

3. In California, the IRS tends to defer to the EDD for enforcement of employee/independent contractor issues. California can shut down a business immediately for non-compliance. IRS takes more time and is nicer.
4. Bookkeepers take note – Whether you are an employee or an independent contractor, if you are being paid to prepare payroll tax returns, you need to sign as a paid preparer. Also, you will need to get a PTIN.

Good ideas:

1. Keep a journal to record issues or odd events in order to maintain documentation.
2. Inform CPA and/or management of any questionable employee/independent contractor situation. Inform CPA about possible client indiscretions relating to tax code – another good thing to add to journal.

Casual Labor: Employee or Independent Contractor?

1. Have clear proof of which category this worker falls in.
2. Keep good records of duties, payments, get receipts for payments to laborers.
3. A W-9 for employee would cover some of the information needed (name, address, SSA number, etc.)

Orlando Hernandez said anyone can contact him with a question or problem and he will help or find someone that can help. The biggest problem the IRS is having currently, is that until the government makes final decision on tax code changes, the IRS is not able to instruct clients on any issues that are still undecided. We have seen a lot of these undecided issues since Obama's Health Care proposals – remember the 1099's, everyone.

Respectfully Submitted by

Linda May (with additional assistance from Brenda Richter)
for Patricia McDaniel, SBBA Secretary

NOVEMBER MEETING

I believe the November meeting is a Social one.

GUEST SPEAKERS SCHEDULE

Please check the website for upcoming events at sbbaonline.org

QUICKBOOKS USERS' GROUP MEETING

Monday, 05 December 2011

6:00 to 8:00 p.m.

Santa Barbara City College, Business Center

Topic: Just Back from QuickBooks Conference in Las Vegas –
Come See What's New in 2012!

\$25 per person (which covers the cost of the room and a snack)

SBBA HOLIDAY PARTY

See party invitation immediately following this newsletter. Please RSVP and send in your check by the date specified in the invitation.

EXCEL TIP OF THE MONTH – TRANSPOSE COLUMNS & ROWS

If you have a spreadsheet already created and decide that you want the columns where the rows are (and vice versa), here's what you do (it's called Transpose):

Definitions:

- copy area: the cells that you copy when you want to paste data into another location. After you copy cells, a moving border appears around them to indicate that they've been copied.
- paste area: the target destination for data that's been cut or copied by using the Office Clipboard.

In your worksheet, Select and Copy the entire area that you want transposed.

Select the first cell of the destination rows or columns into which you want to rearrange the copied data (usually a blank cell below or to the right of the area copied). Note: copy areas and paste areas cannot overlap. Be sure to select a cell in the paste area that falls outside of the area from which you copied the data.

On the Home tab, in the Clipboard group, click the arrow below Paste, and then click Transpose. VOILA! All the info in rows and columns have been transposed!

If you're happy with the result, go up to the copy area and delete it. ☺

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. – Sue Starlin - suestarlin@gmail.com 562-8844

Feb, May, Aug, Nov. – Caron Garliepp – cgarliepp@cox.net 708-2049

Mar, June, Sept, Dec. – TBA

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