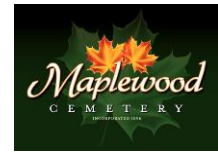


Treasurer QBO Training

The Maplewood Cemetery Financial Process



Introduction

Welcome to Treasurer QBO Training!

The role of the treasurer is involved in every Maplewood Cemetery (MWC) transaction. The treasurer is the **fiduciary** of the Maplewood Cemetery Association, incorporated.

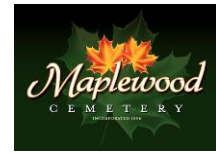
- What Is a **Fiduciary**? A fiduciary is a person or organization that acts on behalf of another person or persons, putting their clients' interests ahead of their own, with a duty to preserve good faith and trust. Being a fiduciary thus requires being bound both legally and ethically to act in the other's best interests.
- This document will try to list and explain some of the frequently used QBO functions and customizations.
- **The methods and procedures** may continue to change over time, but the concepts and responsibilities will not.
- **The role of the treasurer is a critical and integrated portion of the proper functioning of the entire MWC Association. The tasks require the treasurer to understand how all aspects of the MWC Association function and the timely and accurate response needed from the treasurer.**
- **The MWC financial core is based on Intuit QuickBooks (QB) software. A change was made at the beginning of 2023 to transition from QB Desktop version to QB Online (QBO).**

QBO allows for up to 3 custom fields to be used.

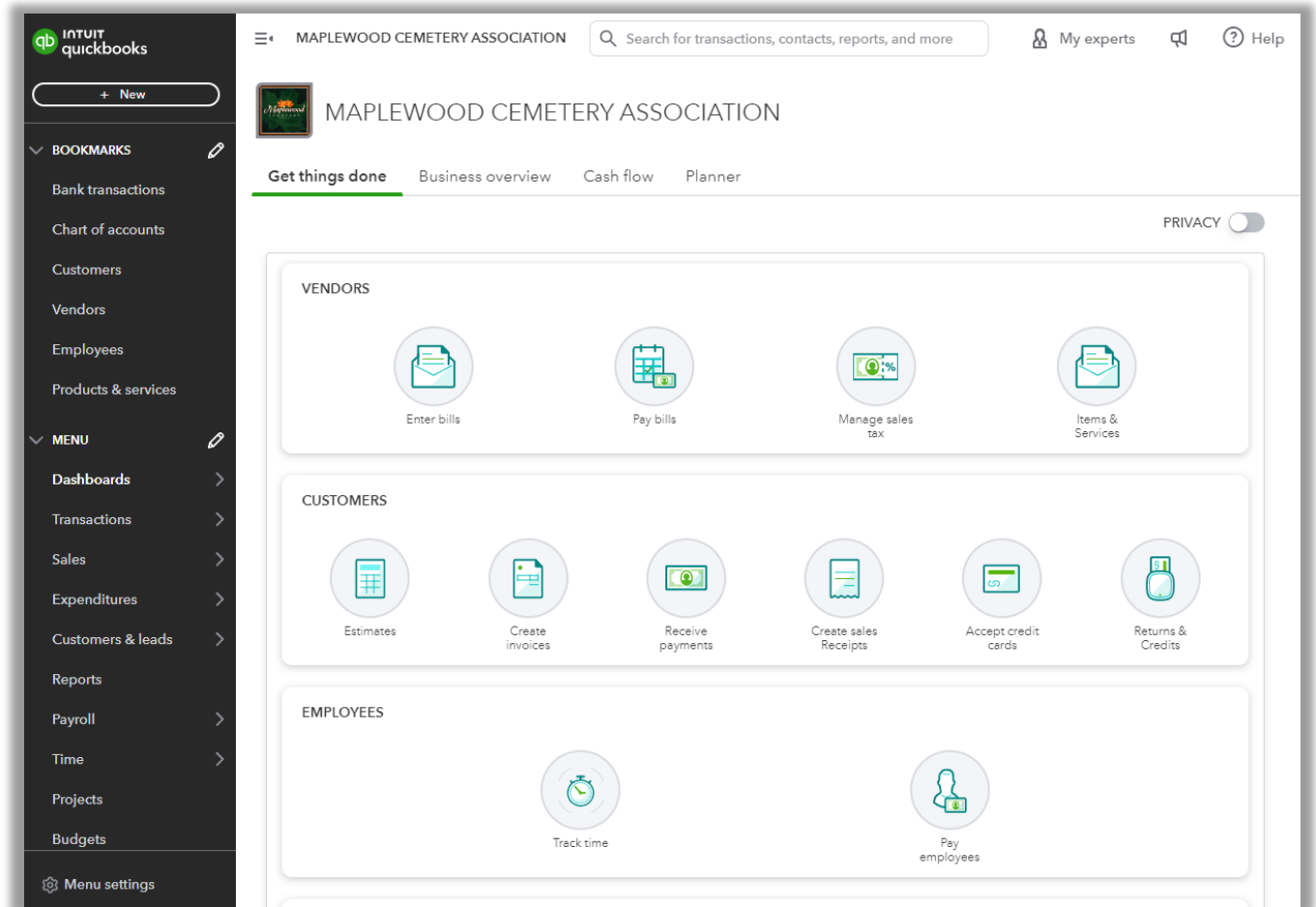
- **The 3 most important fields for MWC are:**
 - **Section**
 - **Lot**
 - **Grave**
- Section, Lot, and Grave are frequently abbreviated as **SLG**.
- Make sure that the **SLG** is recorded for all transactions that involve a grave.
 - Grave Sales
 - Foundations
 - Interments
 - Repairs

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The Maplewood Cemetery Financial Process



Welcome to the QBO Home page....



There is little doubt that **QBO** has a lot to offer. You just must find it!

The online version will look different and show different features as the product is revised. Intuit has made some of this interaction more complicated than it must be, in my opinion.

The emphasis seems to be focused on electronic transactions and not paper check transactions. That is the direction that we want to go, but not everyone is there yet.

The Automated Clearing House (**ACH**) is the primary system that agencies use for electronic funds transfer (**EFT**). With ACH, funds are electronically deposited in financial institutions, and payments are made online.

A simple example is when a contractor submits a bill for services and requires a paper check payment. Once the bill is entered for that contractor, the pay by paper check option does not appear. The ACH options do. Currently you must leave the page that you are on to enter a different page to pay the bills that include printed checks as an option.

Revision date: 1/7/2024

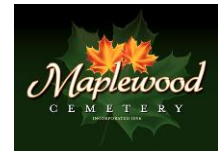
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There are many options that can be set in **QBO**, yet those options and form customization options do not compare to what was available in the QB Desktop version.

QBO has strengths, but also weaknesses that impact productivity, forms, and reporting that we had in the QB Desktop version. QBO works for MWC and will hopefully continue to improve.

Getting Started:

- **The left side menu** can be customized to place the frequently used items in the upper Bookmark area.
- I prefer to have **multiple tabs** open in QBO to make some transactions easier to manage.
 - An example is a foundation order:
 - Open a new tab for '**Customers**' by clicking the right-mouse-button and selecting 'Open in New Tab'.
 - Create a new '**Pledge**' to enter the new foundation order.
 - That order information will then have to be placed in a new or existing foundation order for our foundation contractor (GVCS).
 - Open a new tab for '**Vendors**' by clicking the right-mouse-button and selecting 'Open in New Tab'.
 - Select GVCS as the vendor. Create a new invoice or add this new order to an existing invoice that has not been sent to GVCS. A simple copy-paste between tabs will save some effort between the tabs.
 - The left side menu allows you to open multiple tabs. You cannot do that by clicking on the main menu window.

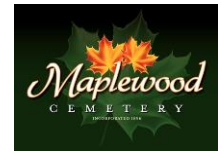
Let's start with the 'Customers' order:

Grave Sale: You can refer to the Grave Sales Form discussed in the Treasurer Training document.

- The Sales form will be sent to the treasure for entry and billing.
- New Customer: Open the left side 'Customers' in a new tab.
- Select 'New customer' and a new screen will open:

Treasurer QBO Training

The Maplewood Cemetery Financial Process



Name and contact

Title First name Middle name Last name Suffix

Company name Customer display name *

Email Phone number

Mobile number Fax

Other Website

Name to print on checks

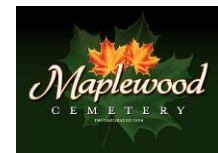
☐ Is a sub-customer

- Enter the customer contact information from the Grave Sales form.
- Scrolling down this screen will allow the billing and mailing addresses to be entered and any notes or payment preferences.
- This customer contact information can be edited later if anything changes.
- Occasionally the Deed owner's address and the billing address of the person paying for the grave are not the same.

- Once the customer contact information is complete, click **'SAVE'**.
- Then click on the New Transaction button again.
 - This time you should see a different menu offering.
 - Select **'Pledge'**, and a new screen will appear to enter the order details.
 - Below is an Invoice with the **Grave Sale and Interments** listed.

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The Maplewood Cemetery Financial Process



Invoice #2130 Share Settings Help

Customer ? **Customer email** ? **Co/Bcc** **Online payments** **Edit**

Gina Randolf ▼ gidebn44@gmail.com

This customer is not tax exempt ☒ **Send later** ?

Payment Status
PAID
1 payment made (\$2,400.00)

Online payments
☒ Cards ☒ Bank transfer ☒ PayPal ☐ Tips

Billing address **Terms** ? **Pledge date** **Due date**

Gina Randolf
220 Ferndliffe Dr.
Rochester, NY 14621

Net 30 ▼ 12/12/2023 12/15/2023 📅

[Create recurring invoice](#)

Shipping to **Ship via** **Shipping date** **Tracking no.**

Gina Randolf
220 Ferndliffe Dr.
Rochester, NY 14621

Harris FH 12/15/2023

Section **Lot or Row** **Grave**

K 22 7

Pledge no. 2130

Shipping from 24 Flinton Run, Churchville, NY, 14

Reminders **Edit**
1 reminder(s) on

Tags ? **Manage tags**

Income: Grave Sale × Start typing to add a tag

#	SERVICE DATE	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	12/15/2023	Grave Sales	Section: K Lot: 22 Grave: 7	1	1,200	1,200.00		Cem Services:Grave Sale
2	12/15/2023	Interments:Grave Opening (Cremate	Cremation Opening: Geraldine Morton (mother)	1	600	600.00		Cem Services:Interment:Crem
3	12/15/2023	Interments:Grave Opening (Cremate	Cremation Opening: Brian Morton (brother)	1	600	600.00		Cem Services:Interment:Crem
4								

Add lines **Clear all lines** **Add subtotal**

Message on pledge
Grave Sale: Section: K Lot: 22 Grave: 7
Cremation Opening: Geraldine Morton (mother)
Cremation Opening: Brian Morton (brother)

Message on statement
Grave Sale: Section: K Lot: 22 Grave: 7
Cremation Opening: Geraldine Morton (mother)
Cremation Opening: Brian Morton (brother)

Select tax rate
Based on location ▼ **\$0.00**
[Need help with sales tax? Learn more](#) [See the math](#)

Shipping **\$0.00**
Tax on shipping **\$0.00**
Total **\$2,400.00**
Deposit **\$0.00**
Amount received **\$2,400.00**

The Customer contact information is automatically entered. The rest is up to you.

We'll review the Product/Service field, Rates, and Classes next.

The **Product/Service List** is specific to each company. Below is a portion of the MWC list:

Revision date: 1/7/2024

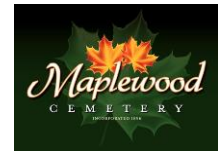
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Overview	All sales	Pledges	Estimates	Payment links	Deposits	Customers	Products & services	
☐	NAME *	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	ACTION
☐	Trees		Non-inventory		0			Edit ▼
☐	Grave Opening (Cremated) MWC-GVCS	* MWC/GVCS	Service	Cremation O...	600	300		Edit ▼
☐	Grave Sales	* MWC Sale	Non-inventory	Section: Lot: ...	1,200			Edit ▼
☐	Cremation Grave	* MWC CRE S...	Non-inventory	Cremation Per...	600			Edit ▼
☐	Grave Buy-Back	* MWC BB	Non-inventory	Return / Buy-...	0			Edit ▼
☐	Hold Request		Non-inventory	60-day hold r...	0			Edit ▼
☐	Insurance		Service	The Hartford	0			Edit ▼
☐	Workers Comp/PFL		Service	Workers Com...	0			Edit ▼
☐	Interments		Service		0			Edit ▼
☐	Disinterment (Expense)		Service	GVCS Relocat...	1,000			Edit ▼
☐	Disinterment (Income)		Service	MWC Remova...	1,700			Edit ▼
☐	Grave Opening (Cremated) *GVCS		Service	GVCS Cremat...	300			Edit ▼
☐	Grave Opening (Cremated) *MWC	* MWC	Service	MWC Cremat...	600			Edit ▼
☐	Grave Opening (Full Interment)	* GVCS/MWC	Service	Grave Opening	800	400		Edit ▼
☐	Grave Opening Full Interment (Child)	MWC-GVCS	Service	MWC Child (u...	600	400		Edit ▼
☐	Grave Opening Interment (Full)	MWC-GVCS	Service	MWC Interme...	800	400		Edit ▼

In the Invoice above, the 1st product/service is **'Grave Sales'**. This item is in the 'pull-down' list in the invoice and shows the items in the product/service list above. Once **'Grave Sales'** has been selected, the invoice fields will be filled from the product/service list.

Revision date: 1/7/2024

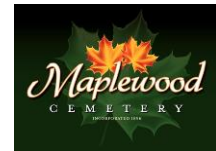
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Please note that 'Grave Sales' is listed as TYPE Non-inventory in QBO. The MWC inventory of graves is maintained in our MS Access Database and not in QBO.

- The description can be edited to show which **SLG** has been sold.
- This invoice also shows that 2 people were going to be **cremated** and interred in that grave. This was an urgent need situation, and the funeral home provided a check for the grave sale and the 2 cremation interments. The invoice adds 2 product/service items for **Interments Grave Opening (Cremation)** from the pull-down list.
- The 'MESSAGE' spaces near the bottom of the invoice should be filled in. This makes auditing and reporting easier to identify.
- This data also needs to be provided to the Secretary to update the MWC database.
- Cremation graves are hand dug by MWC employees. They will include their services in the payroll update at the end of each month in COZI. The same SLG should be entered into the payroll run for those employees.
- The payment is entered into the Pledge Invoice page. In this example, the invoice was captured as paid. When payment is due, the page will have a 'Receive Payment' button. On the Receive Payment page you would enter the check received from the funeral home.

Receive Payment #6063 (Harris FH)

Customer: Gina Randolph

AMOUNT RECEIVED: **\$2,400.00**

Deposit amount of \$2,400.00 was deposited on 12/15/2023

Payment date: 12/15/2023

Payment method: Check

Reference no.: 6063 (Harris FH)

Deposit to: Undeposited Funds

Enter bank info

☐ I have authorization and would like to process this transaction

Amount received: 2,400.00

Outstanding Transactions

Find Pledge No. Filter > All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
☒	Pledge # 2130 (12/12/2023)	12/15/2023	2,400.00	2,400.00	2,400.00

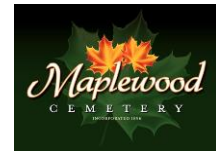
< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$2,400.00
Amount to Credit: \$0.00

Clear Payment

Treasurer QBO Training

The Maplewood Cemetery Financial Process



MAPLEWOOD CEMETERY ASSOCIATION
24 Flinton Run - Business Office
CHURCHVILLE, NY 14428



INVOICE

BILL TO
Gina Randolf
220 Ferncliffe Dr.
Rochester, NY 14621

SHIP TO
Gina Randolf
220 Ferncliffe Dr.
Rochester, NY 14621

INVOICE # 2130
DATE 12/12/2023
DUE DATE 12/15/2023

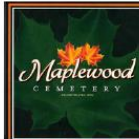
SHIP DATE	SHIP VIA	SECTION	LOT OR ROW	GRAVE
12/15/2023	Harris FH	K	22	7

DATE	QTY	RATE	AMOUNT
12/15/2023	1	1,200.00	1,200.00
12/15/2023	1	600.00	600.00
12/15/2023	1	600.00	600.00

Thank you for your business!
If you want to pay by check, send to:
Maplewood Cemetery
24 Flinton Run
Churchville, NY 14428
Grave Sale: Section: K Lot: 22 Grave: 7
Cremation Opening: Geraldine Morton (mother)
Cremation Opening: Brian Morton (brother)

SUBTOTAL 2,400.00
TAX 0.00
TOTAL 2,400.00
PAYMENT 2,400.00
BALANCE DUE \$0.00

MAPLEWOOD CEMETERY ASSOCIATION
24 Flinton Run - Business Office
CHURCHVILLE, NY 14428



Statement

TO
Gina Randolf
220 Ferncliffe Dr.
Rochester, NY 14621

STATEMENT NO. 1476
DATE 12/28/2023
TOTAL DUE \$0.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
11/27/2023	Balance Forward		0.00
12/12/2023	Pledge #2130: Grave Sale: Section: K Lot: 22 Grave: 7 Cremation Opening: Geraldine Morton (mother) Cremation Opening: Brian Morton (brother) --- 12/15/2023 Section: K Lot: 22 Grave: 7 = \$1,200.00 --- 12/15/2023 Cremation Opening: Geraldine Morton (mother) = \$600.00 --- 12/15/2023 Cremation Opening: Brian Morton (brother) = \$600.00 --- 12/12/2023 Tax = \$0.00	2,400.00	2,400.00
12/15/2023	Payment #6063 (Harris FH)	-2,400.00	0.00

AMOUNT DUE \$0.00

- The above shows the same information in 2 forms. The left being an Invoice format and the right in a Statement format. The Statement form is usually sent as a receipt upon completion of the services rendered.
- Most funeral homes do not request a statement from us. In this case the customer did receive a statement for her records.
- The funeral home check was endorsed, scanned, and printed.
- The check was then deposited in KeyBank using mobile deposit. You will need the KeyBank application on your smartphone.
- You will need to print the KeyBank acknowledgement of the deposit and staple it to the check. This will need to be done for every check being mobile deposited. The check should then be added to the check storage folder.
- The **KeyBank** mobile deposit notes suggest saving the check for 7 days, then it can be discarded.
- However, **NYS Cemetery Division** requires the checks to be **saved for 7 YEARS**. They will want to see the checks during their audits. The audit period varies depending on their staffing and the cemetery's situation. If the cemetery has any complaints or reports of mismanagement, the audits become a much higher priority. MWC has had a variable interval from 2-4 years to, at the time of this writing, 7 years. It is nice knowing we have a good reputation, but the next audit could be a long one....

Revision date: 1/7/2024

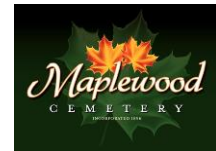
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‘Payment Plans’: MWC provides a monthly payment plan option for those with preneed planning.

Invoice #1982

Customer: Angelina E. Quaring
Customer email: Separate emails with a comma
Send later: ☐

Online payments: ☒ Cards ☒ Bank transfer ☒ PayPal ☐ Tips

BALANCE DUE
\$100.00
Receive payment
10 payments made (\$1,000.00)

Pledge no.: 1982
Location of sale: 24 Finton Run, CHURCHVILLE, NY

Terms: Net 30
Pledge date: 02/10/2023
Due date: 01/01/2024
Create recurring invoice

Shipping to: [Empty]
Section: J
Lot or Row: 5
Grave: 1

Tags: Payment Plan, Income: Grave Sale
Payment method: Check
Reference no.: 3382
Deposit to: General Account:Key Business Re

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	02/10/2023	Grave Sales	Section: J Lot: 5 Grave: #1	1	1,200	1,200.00	✓	Cem Services/Grave Sale
2								

Subtotal: \$1,200.00
Taxable subtotal: [Empty]
Select tax rate: No Tax (0%)
Need help with sales tax? [Learn more](#)

Message on pledge: Section: J Lot: 5 Grave: #1
Message on statement: Section: J Lot: 5 Grave: #1

Shipping: [Empty]
Total: \$1,200.00
Deposit: 100.00
Amount received: \$1,000.00
Balance due: \$100.00

The plan requests a \$100 deposit/grave and \$100/month.

This payment plan is at the end, already receiving 10 payments with a remaining balance of \$100.

The amount due each month can be adjusted depending on the customer's needs.

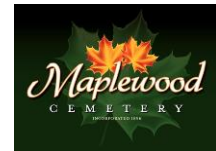
A new invoice will be sent out each month showing the progress and reminding the customer about the next payment.

The plan can be set up for check payments, credit card payments, or E-Invoice payments.

QBO will always show the remaining balance due, so be careful when receiving a partial payment that the amount received matches the payment. QBO will adjust the balance due, and the next invoice can be sent to the customer.

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MAPLEWOOD CEMETERY ASSOCIATION
24 Flinton Run - Business Office
CHURCHVILLE, NY 14428

Payment Plan Invoice

BILL TO
Angelina E. Quaring
527 Henrietta Pittsford TL Rd
Henrietta, NY 14467 USA

PAYMENT PLAN INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1982	02/10/2023	\$100.00	01/01/2024	Net 30	

SECTION J **LOT OR ROW** 5 **GRAVE** 1

DATE		QTY	RATE	AMOUNT
02/10/2023	Grave Sales Section: J Lot: 5 Grave: #1	1	1,200.00	1,200.00

Thank you for your business!
If you want to pay by check, send to:
Maplewood Cemetery
24 Flinton Run
Churchville, NY 14428
Section: J Lot: 5 Grave: #1

SUBTOTAL 1,200.00
TAX 0.00
TOTAL 1,200.00
DEPOSIT 100.00
BALANCE DUE **\$100.00**

The **payment plan** invoices provide a clear picture of which grave the customer is purchasing and the payment progress.

Remember that the payment plan is only for Grave Sales and cannot be used for interment prepayments.

The PM quarterly funds transfer requires all payments toward the grave sale to be included, partial or full.

In this case, the final \$100 payment has been received. This customer is also linked to other pledges, so make sure the correct pledge is credited.

Receive Payment

Customer: Angelina E. Quaring Find by pledge no.

AMOUNT RECEIVED **\$100.00**

Payment date: 12/29/2023

Payment method: Check Reference no. 3588 Deposit to: Undeposited Funds

☐ I have authorization and would like to process this transaction

Amount received: 100.00

Outstanding Transactions

Find Pledge No. Filter All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
☐	Pledge # 2112 (11/01/2023)	12/01/2023	1,100.00	1,100.00	
☐	Pledge # 2126 (12/01/2023)	12/31/2023	1,100.00	1,100.00	
☒	Pledge # 1982 (02/10/2023)	01/01/2024	1,100.00	100.00	100.00

< First Previous 1-3 of 3 Next Last >

Amount to Apply: \$100.00
Amount to Credit: \$0.00

Memo:



12/29/23, 3:05 PM Key Business Reward Checking | KeyBank Account Details

Date: December 29, 2023
Description: mobile check dep
Status: pending
Type: Deposit
Transaction Total: \$100.00

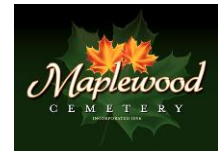
The check will be recorded, endorsed, and 'mobile deposited' at KeyBank.

The deposit acknowledgement will be printed and attached to the check.

Notify the Secretary that this grave is now fully paid for. The Secretary will create a **DEED** and include a packet of information to go with it, including the Rules & Regulations. The final statement should also be included.

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Let's move on to a 'Foundation' order:

Foundations: Each foundation order will have a Monument Company foundation order and a MWC Purchase Order (PO) entry for the foundation contractor.

- The customer contact information process will be the same as in the grave sale example earlier, **EXCEPT**, we will use the 'sub-customer' option.

Name and contact

Title First name Middle name Last name Suffix

Company name Customer display name *

Email Phone number

Mobile number Fax

Other Website

Name to print on checks

☒ Is a sub-customer

Parent customer

☒ Bill parent customer ?

FOUNDATION orders: Our customer is the monument company. Their customer is the 'sub-customer'.

(no checks will be printed)

Check Box for sub-customer,

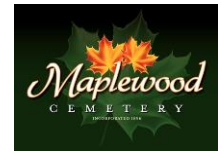
Pull-down Parent Customer,

Check box for Bill Parent Customer.

Then save.

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Invoice #2096 Share Help

Customer: Monuments - McGee, John H. & S. Customer email: info@McGeeMonuments.net Co/Bcc Online payments: Edit

☐ Send later PAID 1 payment made (\$1,104.00)

Billing address: McGee Mnts, 508 State St, Rochester, NY 14608

Shipping to: Ed and Jean Auer, McGee Mnts, 508 State St, Rochester, NY 14608

Terms: Net 30 Pledge date: 09/29/2023 Due date: 10/29/2023 Create recurring invoice

Ship via: McGee Shipping date: Tracking no.:

Section: F Lot or Row: 73 Grave: 7-8

Reminders: 1 reminder(s) on Pledge no.: 2096

Shipping from: 24 Plinton Run, CHURCHVILLE, NY

Tags: Income: Foundations Start typing to add a tag

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	09/29/2023	Monument Foundation	Ed and Jean Auer, F73 #7-8, 46x16, double centered.	1	1,104	1,104.00		Cem Services:Foundation
2								

Add lines Clear all lines Add subtotal

Message on pledge: Ed and Jean Auer, F73 #7-8, 46x16, double centered.

Subtotal: \$1,104.00

Create the Invoice:

From the customer page, select the 'New transaction' button and click on new 'PLEDGE'.

The 'Parent' contact information is filled out.

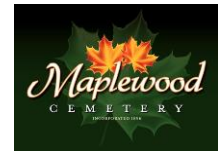
Verify the **SLG** of the sub-customer.

Note: The foundation order can only proceed if the grave is paid for. If it is not paid for, notify the monument company.

The **MWC Admin** website will be used to verify the SLG and calculate the customer and internal cost of the foundation.

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Enter Foundation Size

44 X 14

Notes: 1. Flush monuments do NOT require a mowing collar.
2. Veteran Upright & Bronze foundations \$500.
Flat VA Granite is \$432.
3. The default is a 1" mowing collar on all sides (adds 2x2).
4. New rates \$1.50/\$0.80

Is a Mowing Collar Required?

☒ **Yes** (default)
☐ **No**

Calculate \$

Calculating Foundation price and cost for: 46 x 16
> **MWC Foundation Cost Output**

Width	Length	MWC Cost	Customer Price
46	16	\$ 589	\$ 1104

On the MWC Admin website, select the **Foundation \$** button.

Enter the requested size from the order, 44x14. A mowing collar is added to the size by default.

Most monument companies have a note on their order stating that a mowing collar has NOT been included.

Press 'Calculate'

Both the MWC Cost, and the Customer Price are calculated.

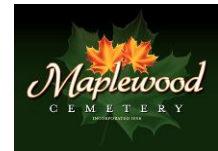
The \$1104 **Customer Price** will be used for the customer invoice. (as shown above).

The customer invoice will be sent to the customer (monument company) when the foundation is complete. Foundations are poured between May 1st and October 15th. Any foundation orders that are received outside of that period are entered into QBO and 'saved' until ~May 1st.

The next step is to generate the foundation contractor purchase order (PO). The contractor prefers multiple foundations per PO. During the spring and summer months, the orders can be added to the contractor PO for a few weeks until there is more than 1 order. The monument companies usually need 2-4 months to complete the actual monument so our holding a foundation order for a couple of weeks to accumulate orders is more efficient for us and will not impact the monument delivery time.

Treasurer QBO Training

The Maplewood Cemetery Financial Process



Purchase Order #1008

Vendor: GVCS | Email: Superintendent@MaplewoodCemeter... | Amount: \$1,663.00

Purchase Order status: CLOSED

Last Delivery Sent by email to Superintendent@MaplewoodCemeter... at Oct 03, 8:17 am Eastern Daylight Time

Mailing address: Genesee Valley Cemetery Service, 71 West River Road, Scottsville, NY 14546-9504

Ship to: Select customer for | MAPLEWOOD CEMETERY ASSOCIATION, 24 Flinten Run, CHURCHVILLE, NY 14428 US

Purchase Order date: 10/03/2023

Ship Via:

Period no.:

Section: | Lot or Row: | Grave:

Tags: Expense: Foundation | Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER / PROJECT	CLASS	RECEIVED	CLOSED
1							
2							

Add lines | Clear all lines

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER / PROJECT	CLASS	RECEIVED	CLOSED
1	Foundations:lr	Catherine Hitchcock, D418 #2, 20x12, single centered (McGee) Same as Thomas Hitchcock's (D148 #3)	1	230.00	\$230.00	Monuments - Mi	Cem Ser.	1	
2	Foundations:lr	Ed and Jean Auer, F73 #7-8, 46x16, double centered. (McGee)	1	589.00	\$589.00	Monuments - Mi	Cem Ser.	1	
3	Foundations:lr	Wyant, C358 #2, 32x14, single	1	358.00	\$358.00	Monuments - Mi	Cem Ser.	1	

Let's create the foundation PO.

Open the **VENDOR** tab.

Select GVCS as our contractor.

Select 'New transaction', new PO.

Use the 'ITEM DETAILS' area to enter the foundation order(s). Use the **MWC Cost** on this PO.

Foundations continued,

- Next, send a copy of the foundation PO to the MWC Superintendent. The graves must be staked out before the contractor can be notified.
- After the graves have been staked out, send the PO to the contractor.
- Once the contractor has completed the foundations, the invoices can be sent to the monument companies.
- The monument companies prefer receiving a map indicating where

Purchase Order #1008

Tags: Expense: Foundation | Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER / PROJECT	CLASS	RECEIVED	CLOSED
1							
2							

Add lines | Clear all lines

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER / PROJECT	CLASS	RECEIVED	CLOSED
1	Foundations:lr	Catherine Hitchcock, D418 #2, 20x12, single centered (McGee) Same as Thomas Hitchcock's (D148 #3)	1	230.00	\$230.00	Monuments - Mi	Cem Ser.	1	
2	Foundations:lr	Ed and Jean Auer, F73 #7-8, 46x16, double centered. (McGee)	1	589.00	\$589.00	Monuments - Mi	Cem Ser.	1	
3	Foundations:lr	Wyant, C358 #2, 32x14, single centered. To be same height as LeRoy Wyant's. (McGee)	1	358.00	\$358.00	Monuments - Mi	Cem Ser.	1	
4	Foundations:lr	Ray & Barbara Kerr, K16 #18, 38x16, single centered. (McGee)	1	486.00	\$486.00	Monuments - Mi	Cem Ser.	1	
5									

Add lines | Clear all lines

Total: \$1,663.00

Your message to vendor: Catherine Hitchcock, D418 #2, 20x12, single centered. Ed and Jean Auer, F73 #7-8, 46x16, double centered. Wyant, C358 #2, 32x14, single centered. To be

Memo: Catherine Hitchcock, D418 #2, 20x12, single centered. Ed and Jean Auer, F73 #7-8, 46x16, double centered. Wyant, C358 #2, 32x14, single centered. To be

Attachments: Add attachment (Max file size: 20 MB) | Show existing

Privacy

Revision date: 1/7/2024

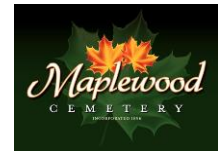
Gary Stockmaster

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Treasurer QBO Training

The Maplewood Cemetery Financial Process



the foundations are located.

- Circle the SLG of each foundation completed for that invoice and include the last name of the customer. Include a map with these annotations for each monument company being notified of completion.
- Most monument companies will pay the invoice in a few days.
- The Secretary and the webmaster will want updates on the foundations for the records and for monument photos.

Payroll

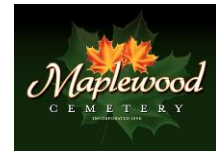
- Payroll is run every month. A COZI reminder is sent out to remind everyone (mostly hourly employees) that they need to report on their services performed for that month.
- The services have different rates associated with each service, so an hourly reporting is not sufficient.
- QB Desktop provided a payroll calculator to easily calculate the amounts to be paid.
- QBO, so far, does not provide any way to handle anything but hours reported.
- A payroll calculator has been created in Excel to handle that. The calculations then need to be entered into QBO.
- When the '**Pay Employees**', tab is opened, the amount to be paid per item will be entered.
- QBO will calculate the withholdings and prepare the payroll. Click on **RUN PAYROLL** to finish this payroll run. The data is normally entered a few days before the end of the month. The payroll will be sent out and available to the employees at the end of the month.
- QBO will send out the **IRS** and **NYS** withholding and reports automatically.
- QBO WORKFORCE will email the employees when their payroll has been run for the month.
- QBO **WORKFORCE** will notify the employees that their **W-2** is available for download after January 1st or the new year.
- QBO will send out the **1099** reports to the 1099 tagged vendors. The 1009 reports will also be e-filed with the IRS.

QBO Reports:

- QBO has many reports available as standard.
- QBO also allows for customizations to be made to focus on certain areas of interest,
- Many of the reports do not directly apply to MWC. A custom set of reports has been created and stored in the Custom: MWC report folder.

Treasurer QBO Training

The Maplewood Cemetery Financial Process



Reports		
Find reports		
Standard	Custom reports	Management reports
> MWC		
Cemetery-Donation Report 2	Import Administration	This Year-to-date
Equipment Transactions	Gary Stockmaster	All Dates
Equipment Transactions 2	Gary Stockmaster	All Dates
Foundation Income Report SHARED	Gary Stockmaster	This Year-to-date
Foundation P&L	Gary Stockmaster	This Year-to-date
Foundation Report	Gary Stockmaster	This Year-to-date
Foundation Report - Income SHARED	Gary Stockmaster	This Year-to-date
Foundations SHARED	Gary Stockmaster	This Year-to-date
Fuel Transaction Report SHARED	Gary Stockmaster	This Year-to-date
Grave Sale Income Report SHARED	Gary Stockmaster	This Year-to-date
Grave Sale Summary	Gary Stockmaster	This Year-to-date

- Here is a subset of the MWC Reports.
- Reports for Income, Expenses and Profit & Loss (P&L) are frequently used.
- The P&L reports for foundations and interments are used for the quarterly MWC board reports. The NET earnings are important for the reporting.
- The Permanent Maintenance (PM) data can be retrieved from these reports. More information will be provided on the PM calculations, funds transfer and reporting.
- Not all reports can get their data from QBO directly.
 - **KeyBank** and **Vanguard** statements are required to be accessed and recorded. Vanguard is not linked to QBO currently. Keep in mind that ALL financial transactions must pass through KeyBank.
 - Grave Sale reports can get interesting....
 - The PM amount to be paid is based on ALL income for grave sales, including monthly payment plans.
 - The MWC Quarterly reports listing the Number of Graves Sold is a sum of those graves either fully paid for or a new monthly payment plan started within the year being reported.
 - The grave sale quantity and the income amount will not necessarily agree in the quarterly report due to the monthly payment plans.
 - Caution must be used when calculating the number of graves sold. The MWC database can report the number of graves sold, with a deed issued, or include partially paid graves. Either way, many graves have more than 1 person assigned to a single grave.
 - The grave sale data must be filtered to provide the correct answers. More details on doing this can be found in the '**Graves Sold**' reports on **MWC Admin**.
- The **Quarterly Business Report** is a good example of a report that **cannot** be generated by QBO alone.

Revision date: 1/7/2024

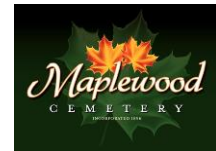
Gary Stockmaster

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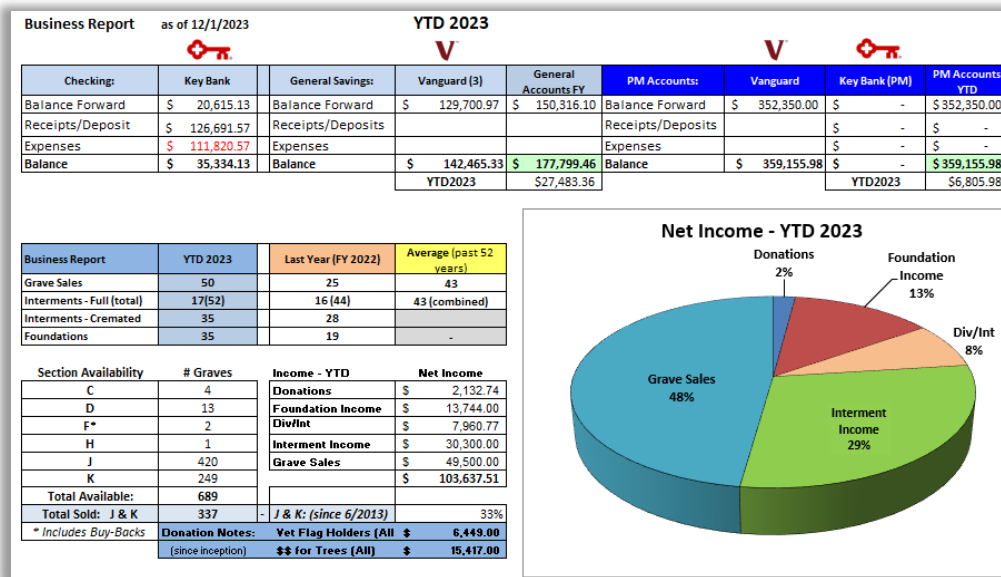
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Treasurer QBO Training

The Maplewood Cemetery Financial Process



Below is a sample of the quarterly business report:



This is a complex report to generate and requires multiple sources. More details on how to create this report are provided in the 'Business Reports' document on MWC Admin.

Below is a sample of the Vanguard account financial report:

PM & Perpetual Care Accounts	1/1/2023	11/30/2023	Change	%Change	Morningstar
1 - PM Equity Income	\$ 78,966	\$ 79,097	\$131	0.2%	VEIRX 4*
2 - PM GNMA Bond Fund	\$ 22,042	\$ 21,587	(\$455)	-2.1%	VFIIX 4*
2 - PM Intermediate Bond Fund	\$ 23,501	\$ 23,361	(\$140)	-0.6%	VBILX 4*
6 - PC Flower STAR Fund	\$ 4,404	\$ 4,870	\$466	10.6%	VGSTX 4*
5 - Perpetual Care STAR Fund	\$ 1,334	\$ 1,476	\$142	10.6%	VGSTX 3**
3 - PM (New) Hi Div Yield Fund (#)	\$ 172,453	\$ 170,162	(\$2,291)	-1.3%	VHYAX 3**
3 - PM (New) TIPS Bond Fund (#)	\$ 55,915	\$ 55,284	(\$631)	-1.1%	VAIPX 4*
Total PM + Perpetual Care (#)	\$ 358,615	\$ 355,837	(\$2,778)	-0.77%	

General Operating Funds	1/1/2023	11/30/2023	Change	%Change	Morningstar
4 - Gen Balanced Fund	\$ 84,680	\$ 95,097	\$10,417	12.3%	VBIAX 4*
4 - Brokerage 077	\$ 38,765	\$ 45,052	\$6,287	16.2%	VGT 4/VPU 3
Total Vanguard Mutual Funds (#)	\$ 123,445	\$ 140,149	\$16,704	13.5%	

"1/1/23" balances include \$6265 deposited during 2023.

YTD: Dow +8.5% S&P 500 +21.52% NASDAQ +46.23%

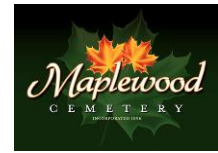
2022: Dow -8.78% S&P 500 -18.11% NASDAQ -32.97%

<https://www.slickcharts.com/nasdaq100/returns/ytld>

This is a complex report to generate and requires multiple sources. More details on how to create this report are provided in the 'Business Reports' document on MWC Admin.

Treasurer QBO Training

The Maplewood Cemetery Financial Process



Other Reference materials: All are on the [MWC Admin website](#).

Reports/NYS Cemetery Div

- cemeteries-101-basics
- cemeteries-101-accounting-basics
- Not-For-Profit-Corporation-Law-Article-15-Public-Cemetery-Corporations
- NYS public cemetery regulations
- NYS treasurers-manual-final-100611

Reports/Training

- MWC Treasurer QBO Training (this document)
- MWC Treasurer Training
- MWC Sales Training
- MWC Business Reports
- MWC PM Reports
- MWC Grave Sale Reports
- MWC Section Maps Training



UPDATE: As of 12/31/2023, GVCS has stopped all operations.

Kurt Knapp, formerly of GVCS, has started a new company, **KJK Cemetery Services**.

KJKCS will be our new primary contractor for full grave openings and foundation installations.

- Substitute this vendor in **QBO** where **GVCS** was used.