CENTRALIZED ACCOUNTING (CA)

Special Olympics Pennsylvania

Your SOPA Finance Team

Ron Anderson, Finance Manager for Local Programs

Trang Nguyen, Staff Accountant

David Stahle, Senior Accountant

Susan Wyland, VP of Finance

SOPA CA Software

FADS (Fund Accounting Deposit System) – record detail of bank deposits

Microix – request a check for an invoice

Drillpoint – run reports for actual and budget activity

Expense Express – request a check for an invoice. This software is being phased out (by 10/31/2016) and replaced with Microix.

SOPA CA Check Request Timeline

Step 1: Treasurer enters data into Microix, which automatically sends a request for approval to first and second approvers.

Step 2: Either first or second approver approves payment.

Step 3: Request for payment moves to Finance for payment when approved.

Step 4: Trang cuts checks Tuesday at 11:00 am. All check requests received before Tuesday at 11:00 am are processed. Check requests received after Tuesday at 11:00 am are processed the following week.

Step 5: Checks are submitted to check signers at the State Office for signature.

Step 6: Checks are mailed Thursday morning.

General Discussion

Anticipating expenses – plan ahead!!

Emergency payment requests – email or call Ron or Trang

Rush requests – email or call Ron or Trang

Out-of-pocket expenses – treasurer submits check request for the person to be reimbursed

Deposits – first, deposit all funds into CA bank account, then submit check request if you want to move funds to savings accounts.

All accounts require Matthew Aaron and Clare Walsh Miller as signers plus local treasurers and managers.

Drillpoint Review

- 8 Standard reports available for all counties.
- If you don't see what you need, we will build it for you.
- Cash balance report – read across and then down.
- Current year/prior year report – can run for any since 2010.
- Contact us for training any time that fits your schedule.

I ♥ Accounting

Budgeting 101

- Use the past to predict the future.
- Any significant changes to revenue or expense?
- Budget for contingencies.
- Include an inflation factor.
- If growing your program, expenses usually occur faster than revenue does.
- If revenue is flat, how can you trim expenses without affecting program delivery?

Upcoming Projects

- Move Drillpoint users to Microix
- Credit/debit cards
- Replace FADS with Abila
- Better ways to invest your savings

Your SOPA Finance Team

Finding ways to work smarter to make your job as treasurer easier.

Questions?

Observations?

SUGGESTIONS?