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centers with the goal of helping others understand how to start and build their organizations This book is not theoretical but rather is designed to be a practical workbook for staff boards and supporters of worker centers Geared toward groups that want to build worker centers this book discusses how to survey the community take on an initial campaign recruit leaders and raise seed funds Bobo and Casillas Pabell n also provide a wealth of advice to help existing centers become stronger and more effective The Worker Center Handbook compiles best practices from around the country on partnering with labor enlisting the assistance of faith communities and lawyers raising funds developing a serious membership program integrating civic engagement work and running major campaigns The authors urge center leaders to both organize and build strong administrative systems Full of concrete examples from worker centers around the country the handbook is practical and honest about challenges and opportunities

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Vendors Chapter 8 Importing Donors Vendors from Files Chapter 9 Recording the Money Coming In Chapter 10 Recording the Money Going Out Chapter 11 Entering Payroll Chapter 12 Using Bank Feeds Chapter 13 Reconciling the Bank Chapter 14 Designing Running Reports Chapter 15 Planning the Budget Chapter 16 Closing Out Month End and Year End Chapter 17 How Do I Handle A How Do I Account For 1 Mission Trips or Member Specific Accounts 2 Fundraisers 3 In Kind Donations 4 Volunteer Hours 5 Show a Reserve Account on the Income Statement 6 Inter fund Transfers 7 Donations of Stock 8 Investment Gains and Losses B How Do I 1 Set Up Multiple Users and Passwords 2 Send an Accountant Copy 3 Record a Mortgage 4 Send a Thank You from the Receipts Screen 5 Using the purchase order option on grants 6 Merge duplicated donor or vendor accounts QuickBooks Online for Nonprofits & Churches: The Step-By-Step Guide Lisa

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