

What's in this book

Introduction

Money Management for a Small Group

- Cash Only
- A Checking Account
- Getting an Employer Identification Number (EIN) from the IRS
- Record keeping

Money Management for a Medium-Sized Group

- Open a Separate Checking Account
- Appoint a Treasurer
- Establish a Budget
- Bookkeeping Basics
- Using Software for Financial Records

Money Management for a Large Group

- Collecting Fees
- Computer Records
 - Compare Quickbooks to Small Business Accounting Recommendation
 - Quickbooks for Non Profits
- Regular Reporting of Financial Status
 - Statement of Revenues and Expenses
 - Statement of Financial Position
 - How to Read Financial Statements
 - Frequent Budget Monitoring
 - Comparisons for Board Reports

Insurance for Homeschool Groups

- Types of Insurance
- Reducing Risk
- Shop Wisely for a Policy

Hiring Paid Teachers or Employees

- Can You Pay a Volunteer?
- Two Categories of Workers
- Can't Decide? Let the IRS Help
- Employment forms
- Practical Tips