

# Finance Team

The [Finance Team](#) handles everything to do with accounting, and managing the assets of the [Tiki Software Community Association](#) (Ex.: domain names)

Works in close collaboration with the [Fundraising Team](#).

- Fundraising: raising money
- Finance/Administration: making sure money is well managed

## Urgent

- ~~Review US gov procedures with respect to [Affiliates](#) (Nelson)~~
  - ~~"[W-8BEN: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding](#)"~~
    - ~~form snapshot is [here](#)~~
- ~~We received affiliate commission from Hostmonster on 2013-02-19 but we didn't yet receive any payment from Bluehost.~~

## Tasks (do and cross out)

- ~~Re-imburse Marc for 2012-10-25 purchase of SSL and domain names C\$396.22~~
  - ~~Remove Marc as the paying contact for this (pay directly with Tiki.org account)~~
- ~~Re-imburse Marc for 2013-05-16 purchase of Easy Dns technologies C\$41.95~~
  - ~~Remove Marc as the paying contact for this (pay directly with Tiki.org account)~~
- Transfer tikiwiki.org to the Association, and change easydns payment

## Ongoing responsibilities

- Annual reporting to community (Nelson)
- Pay yearly incorporation fees and fill out paperwork (Nelson)
- Oversee expenditures
  - Server costs (renew in coordination with [Infrastructure Team](#))
  - Domain names
  - EasyDNS
- PayPal account management (Marc)
- ~~Bank account management (Nelson)~~ Account closed
- Manage the assets of the association
  - [Phone numbers](#)
  - Domain names
  - Trademarks

## Release responsibilities

None identified at the moment

# Projects

- Use Tiki [Accounting](#) for [Dogfood](#) use for the Tiki Software Community Association, and get Jörn Ott involved

# Chart of accounts

- Assets
  - PayPal
- Expenses
  - Hosting
  - General
- Revenue
  - Affiliates
  - Donations
  - Sponsorships
- etc.

# Who

## Team Finance

- [Gary Cunningham-Lee](#)

Inactive members

## Related links

- [Priorities for TSCA funds](#)
- <http://producingoss.com/en/money.html>