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