

## Specs for Charity Program

### 1. Overview

1.1 We currently 3 foundations. Each foundation gives out gifts to various charity groups each year. We have to keep track of gifts by calendar year! We can give gifts in the form of a check, a wire, or we can go to the charity's website and make an on-line donation (and then we pay our credit card company). Sometimes, the charity is so small or is foreign-based so that we have to funnel the money through a different charity ("mother charity") and then we tell the mother charity the name of the charity we want to direct the money to. Keep in mind that, sometimes, we make a gift to the same charity more than one time a year.

1.2 Currently we keep track of our gifts in Excel and we have a Word doc for the transmittal letters to the charities.

1.2.1 Word Doc. In the transmittal letter, we use mailmerge to get info from Excel to:

1.2.2 Excel is where we keep info on all charities. We have one excel sheet for each of our 3 foundations. We keep track of info by the calendar year.

1.3 Goal: to have a front-end and data base so that:

**1.3.1 We'd like this to be in the cloud (we have a server)**

**1.3.1.1 Not sure if we can use our local, licensed copies of Word for merge or some other solution? We don't want to have to load a program onto our local computers (our computers are locked down too much)**

**1.3.1.2 We don't care if back-end uses Excel or any other database**

1.3.2 We can have users

1.3.2.1 When a user enters data, we can track which user entered with date/timestamp

1.3.2.2 Some users have rights to change certain data

1.3.3 Users use the front-end rather than going into Excel

1.3.4 Reports can be run (and printed, if desired)

1.3.4.1 Reports can include comparison for a few data from prior year

1.3.5 Transmittal letters can be printed in Word for selected charities

2 New Merged Word Doc – transmittal letter - See the Sample Word Doc to show where fields merge which should include:

2.1.1 Tell the charity about the gift

2.1.2 If the gift is an enclosed check or wire, or if we paid by credit card

2.1.3 If we need the charity to sign and send us a receipt (we might not need a receipt of we got an auto-receipt for an on-line gift)

2.1.4 The person who introduced the charity to us

3 Excel or Replacement Data Base

3.1 Shouldn't be a separate page for each year. Too cumbersome



## Wireframes

### Login Page

User name  
PW

### Home page

Charities  
Reports/Letters  
Admin

Charities Page – all fields editable

\_\_\_\_\_ Search for existing charity

☒ [Add new charity] this would bring up a page for a brand new charity

## Charity Name [from Excel column“A”]

Excel E  
F  
G, H

EIN: B

IRS Verif this year? P

**Commented [RK1]:** NOTE! We need to check each year. The data can't be imported from a prior year

Contact: C Phone: new Excel field Email: new excel field  
URL: AE

Gift: Allocated: \$\_\_\_\_\_ via: dropdown Shortage to Make up this year: L

**Commented [RK2]:** Drop down : [check | credit card | wire ] Column N ( need to add Wire)

History:

Date Paid to Charity M	Amount Paid K	Via	Transmittal Send date	Check to Credit Card Co. dated	Receipt

**Commented [RK3]:** Drop Down: check | Amex | Visa 1 | Visa 2 | Amex | wire

**Commented [RK6]:** Drop down: Web Receipt given to Acct'g | Receipt Requested | Receipt Given to Acct'g | Receipt in Quicken

**Commented [RK4]:** New field

**Commented [RK5]:** New field

**Commented [RK7]:** Mail | email only | None needed

Transmittal Letter to go out by: dropdown

Include at direction of: y/n “S”

Wording of “direction of”: T

Courtesy copies to: Excel Column I

Print now

**Commented [RK8]:** Button to Print transmittal letter now

Notes: Excel W

☒ Discontinue Why? \_\_\_\_\_

**Commented [RK9]:** New text field with date auto-added

## Reports/Letter page

### Generate Transmittal Letters

Print All With Allocated Money for this year, but blank Transmittal Sent Date for this year

Print from this list of charities

Bulk Entry of Transmittal Date for letters (lets you enter the date of transmittal letter if you are sending a batch).

Print reminder letter only:

**Commented [RK10]:** A chart of all charities (with a box to “select all”, which excludes “discontinued” and shows these columns: transmittal sent date for this calendar year only, amount allocated, IRS, Via, Date paid to charity. Sortable on all

**Commented [RK11]:** Enter date of transmittal letter and shows up the same chart as above. This will fill in the transmittal send date for all checked.

**Commented [RK12]:** Same table as above would appear

### Reports:

Target Calculation Report

Gifts made [This calendar year] [last calendar year] Customized date range

Charity	Amount Paid
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Missing Receipts [none received] [not yet given to Acc’g] [Not yet in quicken]

Gifts not yet loaded into quicken

**Commented [RK13]:**

**Commented [RK14]:** If M is blank for the year

All Charity data in Excel look, sortable on fields

### Accounting:

Batch Entry: Date you want inserted \_\_\_\_\_

What data field you want to fill in (checkbox: Receipt in quicken | others?)

Full Data: Brings up all data, sortable on fields

Admin Page

Users

Data Fields [TO add new data fields]

Target Calculations (from Excel AA-AB) here is a partial printout:

Description	Amount
Aggregate Total of All	76,279,139.00
Average Monthly FMV (10 or 11 months)	6,934,467.18
Less: 1.5% Cash Adjustment	(104,017.01)
Subtotal	6,830,450.17
X 5% Min Dist	341,522.51
LESS: Estimated Excise Tax @1.39%	(4,747.16)
vacant	
LESS: Est Admin Expenses Last year 990, Part XIII Line 9	(40,544.00)
LESS Carryover- Last year 990 Part 1, Line 24, column D	(30,641.00)
Desired Excess cushion	30,000.00
Net Minimum Grant TARGET	295,590.35
Less: YTD Grants made	(295,331.00)
Remaining Grants needed to reach Target	259.35