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# JOSIAH VENTURE OPERATIONS

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# JV OPERATIONS

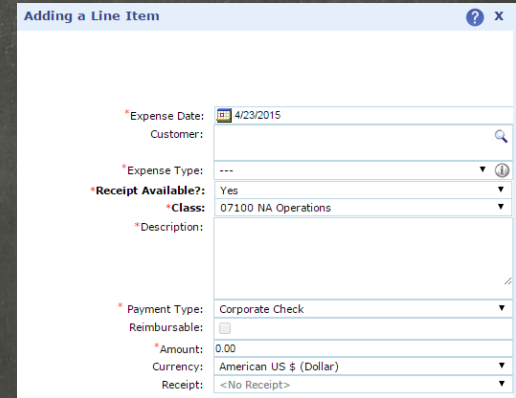
- EXPENSE REPORTING
- 401K UPDATE
- Q&A
- SYSTEMS UPDATE/PLANS

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# EXPENSE REPORTING

- **NEW EXPENSEWIRE PROCESS**
  - Each line item will have a receipt attached to it
  - You must submit a receipt for all expenses over \$25 for them to be reimbursed
  - All lodging expenses must have a receipt no matter the amount
  - Please only put 1-2 receipts per page
  - Bank statements, credit card statements, and bank transfers are not valid receipts



Adding a Line Item

\*Expense Date: 4/23/2015  
Customer: [Search]  
\*Expense Type: ---  
\*Receipt Available?: Yes  
\*Class: 07100 NA Operations  
\*Description: [Text Area]  
\*Payment Type: Corporate Check  
Reimbursable:   
\*Amount: 0.00  
Currency: American US \$ (Dollar)  
Receipt: <No Receipt>

	Pay Type	Amount	Status
with Supporter	Personal Cash	50.00	  policy receipt

# EXPENSE REPORTING

- **NEW EXPENSEWIRE PROCESS**
  - When you submit the report Lori Hock will review first to verify the receipts are there
  - Molly will then get the report, verify the expenses are valid, and submit the payment

# EXPENSE REPORTING

## • GETTING RECEIPTS TO YOUR REPORT

- Best way is to find your Receipt Email in My Profile
- Take individual pictures of each receipt
- Either
  - Email those pictures to your Receipt Email

OR

- Get pictures to your computer, rename them, and then email them to your Receipt Email
- Attach pictures line by line
- For mileage consider the MileIQ App – Android and iPhone

### User Information

User ID:	BSTEPHENS@JOSIAHVENTURE.COM
First Name:	Brian and Aleisha
Last Name:	Stephens
Phone Number:	651-208-9299
Email:	bstephens@josiahventure.com
Organization:	Josiah Venture NFP / Primary Division / Business Uni
Receipts Email:	bstephens@receipts.expensewire.com <a href="#">Change</a>

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WHAT WOULD  
MOLLY SAY?

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# WHAT WOULD MOLLY SAY?

- **NOTES**

- The IRS decides what is reimburseable and what is not. Molly/Cedarstone is only interpreting those guidelines.
- The IRS decides when receipts are needed and what is an acceptable proof of payment.
- We are audited each year and they scrutinize our expense reporting each time – we will accept an expense that we can defend
- One of our core values is Deep Integrity

# WHAT WOULD MOLLY SAY?

- I AM FLYING BACK TO THE STATES FOR...
  - Home Assignment
    - YES
  - A wedding, but supporters will be there
    - NO
  - Christmas/Holiday but I will meet with our church while there
    - MAYBE (What is the primary purpose?)
  - Family bereavement/emergency
    - NO
  - Recruiting/Mission Conference
    - YES

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# WHAT WOULD MOLLY SAY?

- I AM FLYING MY CHILD HOME FROM COLLEGE
  - NO
  - But they will be doing a camp while here
    - NO, unless they raised support for the camp directly
- I AM FLYING A CHURCH MEMBER FOR A VISION TRIP
  - YES
- I AM FLYING A FAMILY MEMBER TO WATCH THE KIDS DURING CAMP SEASON
  - NO

# WHAT WOULD MOLLY SAY?

- **LUGGAGE**
  - NO
  - Plastic Bin to transport ministry supplies?
    - YES
  - Excess baggage fee – YES, if for ministry purposes
- **PASSPORT EXPENSES**
  - NO
- **VISA EXPENSES**
  - YES
- **HOUSING DEPOSITS OR REALTOR FEES**
  - YES, if they will not be returned and only for first apartment or if you move locations

# WHAT WOULD MOLLY SAY?

- **CHILDCARE/BABYSITTING**

- MAYBE

- Language Lessons – YES
- For youth group or ministry purposes – NO
- Date night... Unfortunately NO

- **SCHOOL EXPENSES/SUPPLIES**

- YES, If it is required by the school

- Examples: Overnight trips, Musical Instruments, lab fees, book fees
- Not basic school supplies

- **TUITION FOR SCHOOL**

- YES

- **TUTOR COSTS FOR KIDS**

- YES

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# WHAT WOULD MOLLY SAY?

## MILEAGE

- TO AND FROM THE OFFICE
  - NO
- PICK UP SUPPORTER AT AIRPORT
  - YES
- PICK UP FAMILY AT AIRPORT
  - MAYBE (Depends on purpose of the trip)
- RENTAL CAR
  - NO – you reimburse the rental cost and fuel
- TO AND FROM CONFERENCE
  - YES
- TO A LOCAL CHURCH
  - YES, if it is connected to ministry purposes

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# WHAT WOULD MOLLY SAY?

## MUSICAL INSTRUMENTS

- FOR KID'S SCHOOL
  - NO
- FUSION/MINISTRY RELATED
  - YES
- BECAUSE I HAVE ALWAYS WANTED TO BE A ROCK STAR
  - NO

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# WHAT WOULD MOLLY SAY?

- **COMPUTER**
  - YES, but JV owns the computer at that point
- **CAMERA**
  - MAYBE (what is the primary purpose of the camera?)
- **PHONE FOR KIDS**
  - NO
- **COMPUTER FOR KIDS**
  - NO

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# 401K UPDATE

# 401K UPDATE

- 2014 PARTICIPATION REVIEW

Age Group	Participation	Avg Contribution
< 35 years	100%	3%
36 to 50 years	82%	5.4%
51 to 65 years	75%	3.4%

- 55% CONTRIBUTE TO A ROTH 401K, 39% TO A STANDARD 401K, AND 6% TO BOTH

# 401K UPDATE

# 401K UPDATE

- **JOSIAH VENTURE 401K MATCHING PROGRAM**
  - Program Dates: June 2015 to May 2016 (reviewed annually by JV Board)
  - Eligibility: All 401k eligible staff who have served 5+ years
  - Matching amounts

Years of Service	JV Match
5-9 years	\$100/mo
10-14 years	\$150/mo
15-19 years	\$200/mo
20+ years	\$250/mo

# OPERATIONS UPDATES

- EMS - NEW DEVELOPMENT COMING FALL 2015
- HR SYSTEM - SUMMER 2015 UPDATE
- JV/NATL ORG CRM (SALESFORCE)
- GIVING SITE
  - Likely new site based on new CRM
  - Donor login and address/giving change process
- E-RECEIPTING

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# OPERATIONS UPDATES

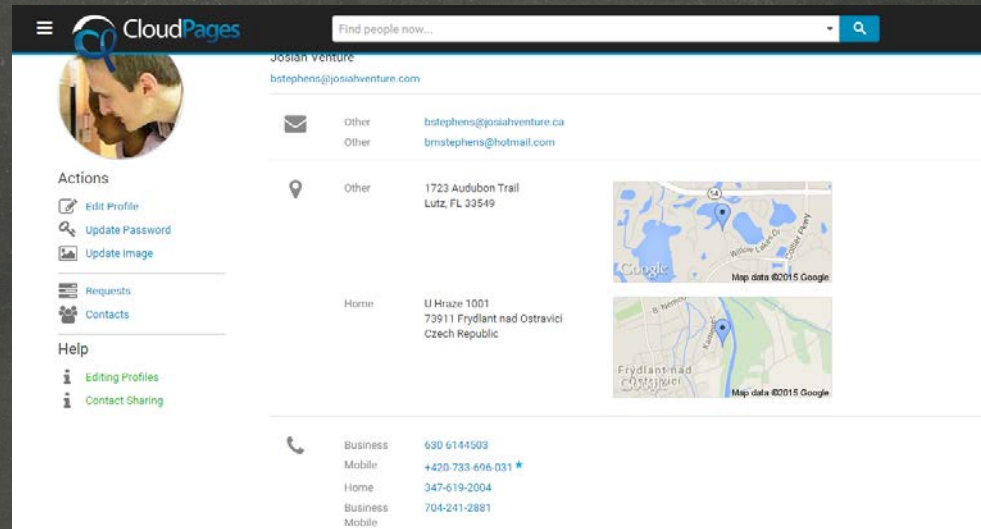
- **FINANCIAL PORTAL**
  - New interface
  - Integrate MPD process
  - Connect to CRM
  - Optimize for speed
- **MINISTRY REPORT PORTAL**

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# OPERATIONS UPDATES

- JOSIAH VENTURE DIRECTORY (CLOUDPAGES)
  - Mobile app
  - Manual download to phone
  - Easier to keep updated



The screenshot shows a CloudPages profile for 'Josiah Venture'. The profile includes a search bar at the top with the text 'Find people now...'. Below the search bar is the profile name 'Josiah Venture' and the email address 'bstephens@josiahventure.com'. The profile is divided into several sections: 'Actions' (Edit Profile, Update Password, Update Image), 'Requests' (Contacts), and 'Help' (Editing Profiles, Contact Sharing). The main content area displays contact information for 'Other' and 'Home' categories, including phone numbers and addresses. Two map thumbnails are also visible, one for '1723 Audubon Trail Lutz, FL 33549' and another for 'Frydlant nad Ostravici Czech Republic'.

Category	Address	Phone Number
Other	1723 Audubon Trail Lutz, FL 33549	630 6144503
Home	U Hraze 1001 73911 Frydlant nad Ostravici Czech Republic	+420 733 606 031 *
Home		347-619-2004
Business		704-241-2881
Mobile		

# OPERATIONS UPDATES

- **TAXES**

- Income Taxes

- You get an automatic extension when you file from out of country
- You must file your US taxes by June 15

- Social Security

- 4 countries (DE, CZ, PL, SK) have totalization agreements
- Josiah Venture will file for your certificate of coverage for you

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# OPERATIONS UPDATES

- **REMINDERS**

- Protect your phones (PIN/Pattern)
- Protect your passwords (Lastpass/1Password)
- Backup your computer (Crashplan)
- You Need A Budget (\$30 discount code – josiahventure)
- Credit Card (Capital One)
- Banking (Schwab)

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