

JOSEPH B. CHIN, EA

October 14, 1996

Richard H. Olson

Rick:

For someone who is computer-literate, you did a really "bang-up" job on the financial numbers for the ADVA accounting!

I'm of the old school, still using the paper-method to record transactions, and many of my tax practitioner associates jokingly call me "The Dinosaur" since I still use the Federal and State tax forms to do tax returns for all of my clients, all 270 of them!

It's a good thing I gave up using the multi-button Abacus - our father taught his many sons (7) how to use one and I had learned it 'way back in the early 1930's before I was even 10 years old. Today we just push buttons and get the results!

In looking at the material you had sent me I don't see any potential changes in what you've set up. Your concern on listing the breakdown of assets by fund categories, like Membership Fund, Museum Resales, etc., is unfounded. I just copied what my predecessor, Bob Thornton, did and carried it over for the next five years. Maybe it's not even needed now.

Rick, you're the National Finance Officer now and you should use your best judgement and experience in doing the accounting for the Association the way you think is best.

You have to send money quarterly to the Harwich Post Office to cover the mailing costs. I've been sending them \$400. to \$500. quarterly to handle the postages of the Newsletters and the triannual membership renewals. Jim Buckle can tell you approximately how much to send. Monthly I would call the Post Office to find out how much is in the Bulk Mail Account since I needed the numbers for the Monthly Settlements. If the balance is low in my estimation, I would send the P.O. a check to bring the balance up to at least \$400. or so. Here's their addressx and phone no.;

Postmaster, US Postal Service
Harwich, MA 02645

Bulk Mail Permit # 62

Rick, the best of luck for your operations, and call if queries arise.

See you next Summer in Worcester, MA!

Tom Chi

Joseph B. Chin

CG-i

Gary Noller

ENROLLED AGENT - FEDERALLY RECOGNIZED TAX PRACTITIONER