

112025



National Task Force on AIDS Prevention
of the National Association.
Black and White Men Together

MEMO

TO: Lee Woo, Program Coordinator BWMT/MACT Regional AIDS Task Force
Robert McKenna, Treasurer

FR: Steve Feedback, Administrative Director, Natl Task Force on AIDS Prevention
National Association, Black & White Men Together

RE: Financial and administrative reporting matters

DA: August 27, 1990

Congratulations on the well-deserved recognition that the Regional Task Force has recently received for all its hard work. It is my understanding that you're in the process of transitioning from an all-volunteer program to a multi-service agency with at least three sources of program income (within restricted and unrestricted funds). It is understood that the Regional Task Force has its own bank account(s), which is separate from those of the National Task Force as well as from any chapter within the National Association. The Regional Task Force is solely responsible for the accuracy and integrity of its accounting policies and procedures.

I believe you are fully aware of the accounting policies and procedures established by the National Task Force on AIDS Prevention, but a copy is enclosed for your information. You will be expected to issue monthly reports of financial activity to me, especially during the upcoming period in which we will be standarizing our procedures and insuring that your accounting practices are fully synchronized with those being utilized on a national basis. You will be expected to operate on the same fiscal year as the rest of the national organization — from October 1 to Sept. 30th. Therefore, you will be closing your books for the current fiscal year at the end of next month and preparing your accounts for the agency-wide audit conducted annually.

All income received by the BWMT/MACT AIDS Task Force and all its expesnases must be reported to the Treasurer of NABWMT on an annual basis and included within the consolidated report to the Internal Revenue Service (form 990). Any failure to comply with the above-stated requirements or delays in reporting would result in the forfeiture of privileges related to use of the tax-exempt status held by the National Assn. of Black & White Men Together.

National Office
273 Church Street
San Francisco, CA 94114
415/255-8378

Prevention Office
3924 Sunset Blvd., Ste. 5
Los Angeles, CA 90029
213/666-5493

You have been informed that a budget must be submitted to the National Task Force as regards the use of program funds, primarily because NTFAP is the grants management agency for AIDS projects operated under the auspices of NABWMT. We are responsible for the successful completion of objectives outlined in several grant agreements and contracts. We must have a thorough understanding of your intended use of funds. Having unrestricted cash in your account will allow you to efficiently manage your own cash flow situation, but the fact that your restricted funds are managed by NTFAP means that we must be apprised of your total financial picture. Please submit your total program budget to me no later than September 7, 1990.

Another item included with this memorandum is a draft sublease agreement between the Regional Task Force and Michael Thompson as the primary leaseholder on rental property at 1992 15th Street in San Francisco. Please look it over and, if it is acceptable to your group, please return a signed copy to me as soon as possible. It is my understanding that the Regional AIDS Task Force would like to take possession of the largest room in the flat on or before September 1, 1990. This can be accomplished despite the short time frame if the sublease agreement is acceptable to your group.

cc: Mark Bowman, NTFAP Accountant & Financial Manager
Ken Allen, NABWMT Treasurer

National Task Force on AIDS Prevention of NABWMT
273 Church Street
San Francisco, CA 94114

Accounting Policies and Procedures

Reimbursements

All program staff, consultants, and Task Force members shall receive reimbursement for any program-related expenses paid for from personal funds, such as long-distance phone calls, copying, postage, and travel. All reimburseable expenses must be documented with an original receipt. A Reimbursement Request-Form must be completed and given to the Administrative Director for all reimburseable expenses. The Executive Director or Administrative Director shall determine if a particular expense is subject to reimbursement. Requests for reimbursement shall be submitted by the 15th day of the month following the date when the expense was incurred.

Payroll

All staff are responsible for recording their time worked for the program and submitting timesheets to the Administrative Director.

Pay periods end with the 15th and the last day of the month. Salaried employees are paid for each pay period on the last day of that period. Hourly employees are paid for work done during a particular pay period on the last day of the following pay period.

The program contracts with a payroll company to supply payroll checks, the payroll journal, federal and state tax payments, and federal and state tax reports. The accountant is responsible for ensuring that all payroll checks and reports are accurate and filed by the appropriate deadlines.

Bank Accounts

All program funds are held with the Adams National Bank in Washington, D.C. The program maintains a checking account and a savings account at that bank. Checks must be signed by the Executive Director, Administrative Director, or Task Force Chair. All checks over the amount of \$2,500 drawn from the checking account require two (2) signatories. The accountant is responsible for transferring funds between accounts and reconciling monthly bank statements.

Vouchers

The accountant completes a voucher for all program expenses. The voucher shows the voucher number, date, payee, amount, purpose of expense, distribution of amount to appropriate expense account(s), and check number. Vouchers are approved and signed by the Executive Director and Administrative Director.

All vouchers are posted to a monthly Voucher Register to record total expenses incurred and the distribution to the appropriate expense accounts. The voucher register is closed out by the 15th day of the month following for posting to the General Ledger.

The chart of accounts for the fiscal year is determined by the Administrative Director and accountant, in consultation with the program's auditor.

Cash Receipts and Cash Disbursements Journals

All program receipts are posted in the Cash Receipts Journal. All program disbursements are posted in the Cash Disbursements Journal. Totals from these journals are posted to the General Ledger each month.

General Ledger

Entries to the General Ledger are posted monthly from the Voucher Register, Cash Receipts Journal, and Cash Disbursements Journal. Special entries are posted from the General Journal where they are recorded.

After all postings are made, a trial balance is run to balance the General Ledger each month. A program balance sheet and program expense reports are then formed from the General Ledger.

Financial Reports

Within a few days after the 15th day of the following month, the accountant shall prepare a financial report showing expenses for that month by expense account with the cumulative expenses for the contract and/or fiscal year. A second report shall show actual expenses compared with amount budgeted by budget category. These reports shall be provided each month to the Administrative Director, NABWMT treasurer, and members of the Project Management Committee.

In addition, the accountant shall be responsible for providing any other financial reports requested by the Administrative Director in order to ensure sound fiscal management of the program.

All accounting procedures follow generally accepted accounting practices for nonprofit corporations and are approved by the program's auditing firm--Buck, Allmond, & Co. in Washington, D.C.

MLB

3/6/89



National Task Force on AIDS Prevention
of the National Association.
Black and White Men Together

Sublease Agreement

The BWMT/MACT Regional AIDS Task Force agrees to rent on a month-to-month basis the largest room located at 1992 15th Street, San Francisco, CA 94114 from Michael Thompson at the rate of \$400 per month, payable to Michael Thompson on the first day of each month for the month beginning September, 1990 and ending June, 30, 1991.

No security/damage deposit will be assessed, but the premises should be left in as good condition as at the beginning of this agreement, ordinary wear and tear excepted. Each party involved in this agreement agrees to give the other party a minimum 30-day notice of intent to move out, or terminate this sublease for any other reason.

The other leaseholder, Steve Feeback, is not operating in this agreement as an interested party. His role as Administrative Director of the National Task Force on AIDS Prevention in no way represents a conflict of interest with regard to this sublease agreement.

All parties to this agreement affirm that the agreed upon rent is pegged at fair market value and that no profit is being made by any party.

The BWMT/MACT AIDS Task Force will install and pay monthly service for its own telephones; will maintain its own cleaning supplies and provide its own janitorial services; and will contribute 30 percent of PG&E costs for September, '90 through June, '91.

Personnel associated with the Regional AIDS Task Force may, of course, use the bathroom and kitchen facilities with the proviso that courtesy is maintained and basic cleanliness is adhered to.

Signed: [Signature] Date Aug 27, 1990

Title: Program Coordinator BWMT/MACT AIDS Task Force

Signed: [Signature] Date Aug 27, 1990

National Office
273 Church Street
San Francisco, CA 94114
415/255-8378

Primary Leaseholder, 1992 15th Street, San Francisco, CA 94114

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112025

BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER
AIDS TASK FORCE
P. O. Box 811
Oakland, CA 94604
415-255-8378

September 12, 1990

Ms Brenda J. Crawford
282 Park View Terrace #401
Oakland, CA 94610

Dear Brenda,

Thank you for the excellent retreat of August 24, 1990 that you facilitated for the National Task Force on AIDS Prevention.

This letter will confirm our conversation of August 24th and September 11th regarding the retreat for the BWMT/MACT AIDS Task Force Co-Chairs (Management Team). The Co-Chairs approved the retreat for November 3, 1990 from 10 AM to 5 PM with an hour for lunch. Lunch will be provided. The retreat will be held at Kairos House, 114 Douglass Street, San Francisco, located between Market and 17th Streets.

The retreat will serve two fold:

1. Create a sound structure for the Task Force as it moves from being an all volunteer organization to a funded community based organization with paid staff. The transition will cause a major shift in how we operate, our interactions between paid and non-paid staff, changes the organization and the expectations that are required by the new organization.

2. The retreat will also serve as part of the management training program of the organization's Management Team members. It will provide the participants the tools of managing not only the Task Force operation and this transition, but will be of value to members outside of their Task Force work.

I would hope the retreat could cover the development an operating structure, organization's culture, and a pro active and supportive management styles.

The agreed fee for this retreat will be \$50.00 per hour and the retreat should not last longer than 6 hours. I am anticipating there will be another retreat after this one scheduled within six months. This will involve the full Task Force, paid and non paid staff, and will have a difference set of dynamic. We can discuss what type of retreat will be necessary for this group before the next retreat.

I look forward to our continued close association and keep up the good work.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'O' followed by a horizontal line and a small flourish.

L. Y. Woo
Co-Chair - Project Coordinator

cc: Co-Chairs, BWMT/MACT AIDS Task Force
Co-Chair, BWMT/SFBA
Co-Chair, MACT-GBA
Board of Directors, BWMT/MACT AIDS Task Force

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BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER
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Oakland, CA 94604

September 12, 1990

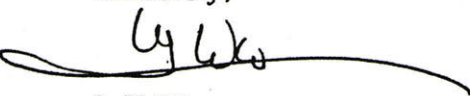
Kairos House
114 Douglass Street
San Francisco, CA 94114

Dear Sir/Madam:

This letter is to confirm our reservation for November 3, 1990 from 10 AM to 5 PM for the BWMT/MACT AIDS Task Force Co-Chairs retreat.

We will be holding a Task Force Co-Chairs retreat and it will be facilitated by If you have any questions, please feel free to contact me at (415) 252-1901.

Sincerely,


L. Y. Woo
Co-Chair - Project Coordinator

cc:

Co-Chairs, BWMT/MACT AIDS Task Force

513000
513020

BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER
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P. O. Box 811
Oakland, CA 94604

[SAMPLE - ONLY 6 IN FILES]
BW

INTER TASK FORCE MEMORANDUM

AUGUST 31, 1990

FR: Lee Y. Woo, Co-Chair, Program Coordinator

TO: Task Force Members

RE: NEW TASK FORCE NAME

In order to expedite the selection of an official Task Force name, the following names on the attached are being submitted for your consideration and vote. If you have another name you wish to submit, please indicate on this memo.

Vote for:

Selection 1 ☐

Selection 2 ☐

Selection 3 ☐

Selection 4 ☒

Selection 5 ☐

Selection 6. (Other) OR Northern CA

A. HIV Task Force ^{could} ~~may~~ ~~should~~
come first - easier to
find in Phone Book?

It should be noted that "HIV" is being used in place of "AIDS" since we are dealing with the full spectrum and not the end stage of the disease.

Please Return by enclosed envelope no later than September 12, 1990.

112075

B. (BWM1 MACT comes last)