**Projects**

* Develop Management Reporter report for Budget Summary and other reports
* Implementation of computer additions using Microsoft Dynamics GP rather than spreadsheets
* Asset inventory
* Vendor combiner (Andrew Roberts)
* Create Excel file to slice data mart data from BNY to see activity on a monthly/YTD/annual basis
* Scan vendor w-9s and attached in GP
* Update T&E form (Excel?)
* Diagrams for all LPs
* Reconcile cumulative book to tax difference on trial balance
* Listing of 926s and research to determine with 8621s should have been filed
* Develop W-9 request procedures and more thorough W-9 procedures
* Ask BNY – able to run IRR with and without state taxes? If possible, need to go back through return history to allocate state tax amounts to individual LPs
* Analyze book cost for funds – CF mentioned that we ran into issues on Legacy. (3/11/15)
* During review of 2011 returns, it was suggested that we send a letter to funds with UBTI asking them to notify us of new states and estimates for those states.
* Record Retention – organize file cabinets

Talk to TF:

* Making sure that all travelers know how to document on a T&E if there are personal days added to a trip. They do not receive the travel procedure document, right?
* Using the PDF eInvoice from Travel Associates rather than printing and scanning the document.

After 11/15/16:

* Review correspondence from Acacia in order to document history of Foundation’s investment in Bombay Stock Exchange. Did we have foreign filing requirements that were missed? May discuss with Foley – is there any way we can get out of this investment?