

From: JeanKroll@aol.com
Date: Thu, 4 Nov 1999 12:11:34 EST
Subject: Re: RE: Post mortem
To: kforeilly@igc.org, ggerbner@nimbus.ocis.temple.edu
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to: Kathleen O'Reilly

fr: Henry Kroll

George has forwarded me by FAX the Financial Recommendations incorporated in your report.

I am glad you have stuck to the task of the hardwork sorting these matters out.

CEM needs to move forward as rapidly as possible to improve our financial controls and implement standard administrative and bookkeeping practices.

I believe it is sound to secure the services of professional bookkeeping service in Philadelphia where our Administrative and Research Offices are located. As you might know, I have such a service for my business and it works very well at a reasonable cost (\$100 per month). They issue monthly reports on the general ledger, balance sheet, and statement of income and expenses as well as handling reports required by IRS, State EDD, Sales Tax, et al. Based on my discussions with my San Francisco bookkeeper...the volume of activity with CEM is comparable and in any case should not exceed an estimated cost the \$200 per month.

These services should go along way to meeting the recommendations you have made as well as those of our auditors K&G.

Although the CEM budget is under stress right now...we are expecting new funds in the spring for on-going research project. And we all actively developing thoughts for projects and funding streams.

Are there any suggestions you have for suitable individuals or businesses in the Phila area that George and I can interview when I am in Phila. next week? Generally speaking an individual practitioner has lower overhead than an accounting firm and might be more flexible in the costs and services.

Please e mail your leads or other observations before I depart on Saturday Nov. 6.

Thanks again.

Henry Kroll

cc: G. Gerbner, CEM President