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PTO Policy



Full-time Employees

- Our Paid Time Off (PTO) policy includes all time out of the office. You could accrue 10 hours/month. The time allotted is meant to cover all employee out of office needs (vacation and sick days). Generally borrowing PTO time that has not yet been accrued is permitted, arrangements must be made with your manager when taking time off.
- We have a 'use it or lose it' PTO policy however recognize sometimes extenuating business circumstances arise. You may speak with your manager to see if special arrangements for roll over are an option
- As with all time off for all employees, it's important that each team ensure appropriate client coverage
- Additionally Kinetix provides the following days off in addition to PTO:
 - Week between Christmas and New Years
 - 10 Federal Holidays (including 3 floating holidays which can be used at a day other than the designated holiday)
 - 3 - ½ day summer Fridays but for this summer 2019 you will 1-1/2 day SF
- The company is closed between Christmas and New Year's. However, if clients are working, it is expected the TKG account team will be available to them as needed.

Holiday Schedule



Full-time Employees

Wednesday, January 1, 2020	New Year's Day
Monday, January 20, 2020	Birthday of Martin Luther King, Jr.*
Monday, February 17, 2020	Washington's Birthday/Presidents' Day
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day (observed)
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Columbus Day*
Wednesday, November 11, 2020	Veterans Day*
Thursday, November 26, 2020	Thanksgiving Day
Friday, December 25, 2020	Christmas Day

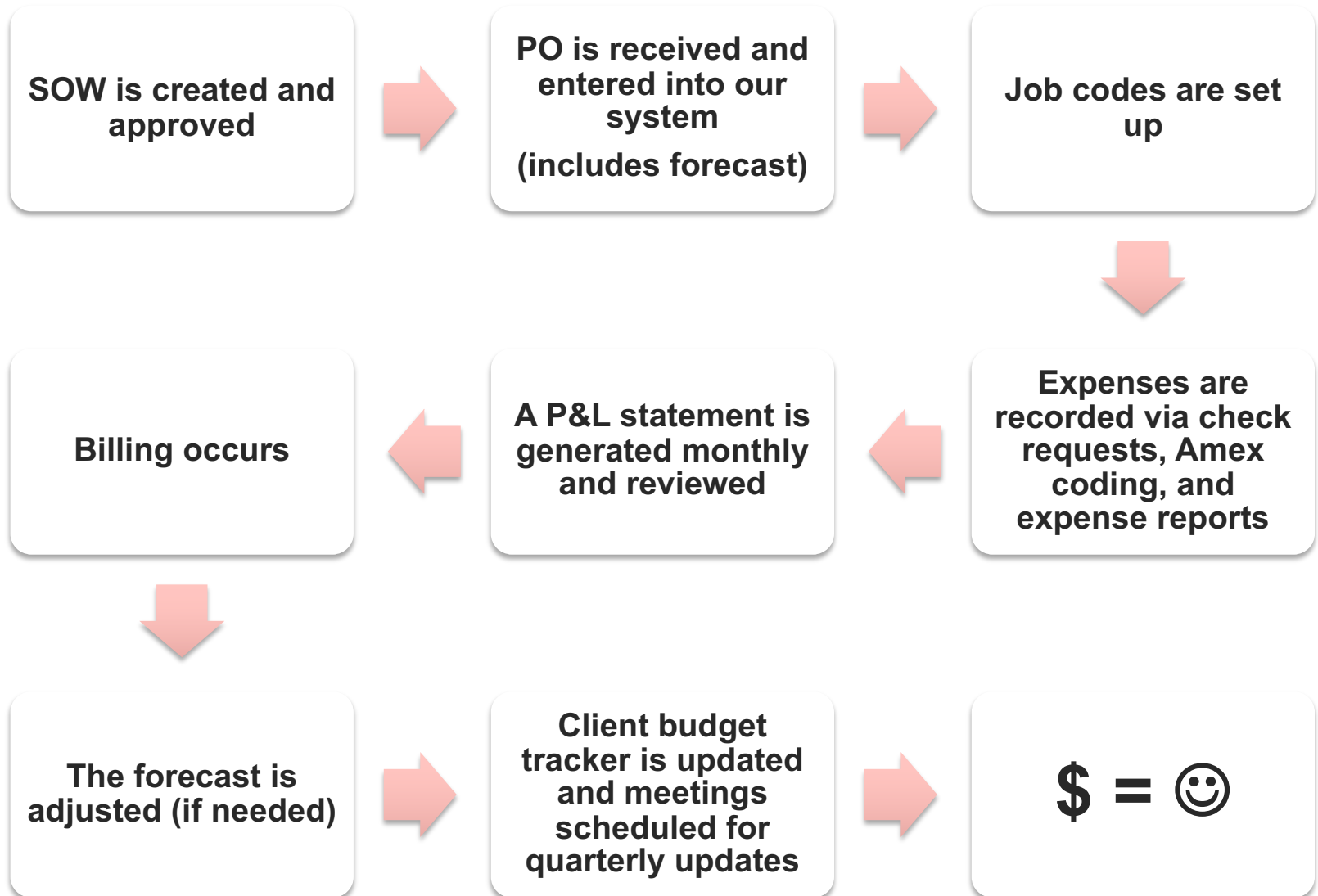
*Floating Holidays

NEW: One floating holiday for religious or cultural observance or community service.



TKG Finance

What Is The Process?



What Is Your Role in Finance?



- Provide **accurate** and **timely** information:
 - Check requests
 - Amex coding
 - Expense reports
 - Recording hours (if needed)
- Abide by company **Expense Guidelines**
- **Communicate** with your customer about budgets
- **Communicate** with your project team about budgets

New PO Form



New PO Form

Select Company

PO Number: [Click here to enter text.](#)

Client Company: [Click here to enter text.](#)

Internal Contact: [Click here to enter text.](#)

PO Total: [Click here to enter text.](#)

PO issued on: [Select Date](#)

Date Job is estimated to Close: [Select Date](#)

Invoicing Instructions (Can cut and paste from PO): [Click here to enter text.](#)

Billing Forecast:

Date (Month, Year)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Please see SOW/PROPOSAL and PO ATTACHED

New Job Set Up Form



Open Job Code Form

Select Company

Client Company: [Click here to enter text.](#)

Internal Project Manager: [Click here to enter text.](#)

PO Number: [Click here to enter text.](#)

Job Code Name: [Click here to enter text.](#)

Billing Expected to be paid: [Click here to enter text.](#)

Date Job Open: [Select Date](#)

Date Job is estimated to Close: [Select Date](#)

Job Code # Assigned: [CLICK HERE TO ENTER TEXT.](#)

Expenses



- Expense Categories
- Expense Report
- Coding Amex
- Expense Policies
- Check Requests

TriNet Expenses



Employees that travel frequently will be assigned to TriNet Expenses.

- Employee will receive a welcome email from TriNet Expenses with their TriNet Expense login credentials
- When the email is received, the employee will need to click on the link in that email to accept their invite and activate their account
- Employee must log onto the Expense tool at least once from the regular TriNet Platform through Single-Sign-On (SSO) which will activate the link between their payroll and expense accounts so that you can reimburse them via payroll
 - SSO: Logon to TriNet Platform > from the **Employee View** > navigate to the dashboard on the left and select > **Money > Expense**
- Once employee's expense is submitted, Sarah McNulty will approve the expense for reimbursement

TKG Billing Process



Following guidelines for vendor setup and billing process

1. Initial Setup: In order to be a vendor for TKG, the following items need to be completed and provided to your TKG contact:
 - New Vendors
 - ✓ Signed Non-Disclosure Agreement (NDA)
 - ✓ Completed and signed W-9
 - ✓ Documentation of agreed upon compensation (or hourly) rate for services
2. When TKG employees reach out to the vendor for work, they must provide a TKG-generated job code prior to beginning
3. All vendor invoices are then emailed to invoices@thekinetixgroup.com (Allison Brewer), who will then reach out to the TKG Project Owner to confirm the cost associated with their project

Check Request Form



- One check request per vendor invoice
- Checks are processed and sent to the vendor within 30-45 days of Leila receiving the check request



Date Received by Accounting:	July 19, 2014
Employee Contact:	
Company:	The Kinetic Group
Payee (Payable to):	
Attention:	
Address 1:	
City, State, Zip:	
Tax ID/Social Security # (will not be processed until accounting receives):	
Total Amount:	
Memo:	
Job Number AND Job Title (please include both):	

Category Section:		
Category	Job Number	Amount
Editorial		\$
Print Production		\$
E-mail Basis		\$
Production		\$
Production		\$
Production		\$
Production		\$
Production		\$
Production		\$
Production		\$
Production		\$
Production		\$
Total Amount		\$

All check requests will be processed up to 45 days after received by the accounting department, unless it has been specifically requested at the time of submission.

Expense Categories



TKG Expense Category Coding

- Rebate
- Marketing
 - Advertising
 - Promotion
 - Media
- Gifts
- Office Maintenance
- Postage
- Website Hosting
- Transportation Expense
 - Mileage Allowance
 - Car Rental Expense
 - Transportation services = taxis, carey
 - Train
 - Airfare
- Administrative
- Bank Service Charges
- Business Development
- IT Support
- Computer Purchase
- Website Design
- Teleconferencing
- Consulting Expense
- Consulting Fee
 - KOLs Expense
 - KOLs Honoraria
- Dues, Subscriptions, and Membership Fees
- Purchased Articles
- Email Blast
- Equipment Lease
- Meeting Space
- Office Supplies
- Language Translator
- Professional Development
- Print Production

- Professional Fees
 - Accountant Fees
 - Legal Fees
- Professional Fees
- Meeting Supplies
- Audio Visual
- Faxes
- Shipping
- Rent Expense
- Meals
- Hotel
- Donations
- Freelancers
 - Copywriting
 - Slide Production
 - Editorial
 - Creative Design
- Telephone Expense

Coding Amex Statements



Amex.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 3 139%

Tools Fill & Sign Comment

Annotations [Icons]

Drawing Markups [Icons]

Comments List (2)

Find [Input]

Allison Page 1 9/29/2014 1:54:32 PM TKGOF, airfare

Allison Page 1 9/29/2014 1:54:52 PM TKGOF, airfare

Page 1 of 3

Transaction Details
 Prepared for
Allison Brewer
 Account Number
 XXXX-XXXXXX-91193

Business Gold Rewards Card / August 21, 2014 to September 19, 2014

Date	Receipt	Description	Card Member	Amount \$
09/19/2014 Fri		DELTA AIR LINES ATLANTA DELTA AIR LINES	Allison Brewer	TKGOF, airfare → 604.20
		From: RALEIGH/DURHAM To: NEW YORK LA GUARDI RALEIGH/DURHAM	Carrier: DL	Class: K
		N/A	YY	00
		N/A	YY	00
		Ticket Number: 00623699783044	Date of Departure: 09/25	
		Passenger Name: BREWER/ALLISON CHRISTO		
		Document Type: PASSENGER TICKET		
		Doing Business As: DELTA AIR LINES		
		Merchant Address: ATLANTA AIRPORT ATLANTA GA 30344 UNITED STATES		
		Reference Number: 320142620743631685		
		Category: Travel-Airline		
09/19/2014 Fri		DELTA AIR LINES ATLANTA DELTA AIR LINES	Allison Brewer	604.20
		From: RALEIGH/DURHAM To: NEW YORK LA GUARDI RALEIGH/DURHAM	Carrier: DL	Class: K
			DL	K

Windows Taskbar: [Icons] 10:11 AM 9/30/2014

New Expense Policies



Company Expense Policies

FOR: All employees of The Kinetix Group (TKG)

PURPOSE: To provide guidelines for TKG personnel performing job responsibilities which may incur travel, entertainment, and other business expenses for both billable and non-billable expenditures.

SPECIFICS:

For **client related expenses for project needs**, TKG must adhere to the client's policies and regarding reimbursement.

Individual employees are responsible for being knowledgeable about their client travel reimbursement policies to ensure proper reporting, billing and reimbursement takes place.

For **non-billable expenses** that must be incurred by TKG for business related expenditure, refer to the below parameters.

General Guidelines

Receipts

For all expenses, receipts are helpful to be obtained. For charges over \$25.00, please scan (if needed) and email receipts to receipts@thekinetixgroup.com

Use of Corporate Credit Card

All business-related expenses may be charged on the company issued credit card. For additional business related charges, which exceed \$1,000 (venue, meeting charges, memberships, references, etc.), please email Danny Portera for guidance on which company card to use.

For expenses related to the NYC Office (i.e. coffee, kitchen supplies, other non-billable items, etc.) please submit the request to Tess or Angie B and they will coordinate the purchase and charge on a separate credit card.

Extended Hours at NYC Office

If the TKG employee is required to work at the corporate location later than 9:00 PM, dinner and ground transportation costs will be reimbursed. Dinner cost should not exceed \$25 and ground transportation should not exceed \$50.

Personal Cell Phone Used for Work (Phone Calls and Emails)

The below amounts will be reimbursed without an invoice/receipt:
Vice Presidents: \$125
All other employees: \$85

Non-Reimbursable Expenses

The following charges may not be reimbursed unless approved by client lead/VP or manager including: personal entertainment (i.e., movies, music, newspapers, magazines, books, etc.), dry cleaning, personal care items (i.e. toiletries, hair styling, manicures, etc.).

Specific Recommendations

Travel Arrangements

Employees may book travel through our corporate travel agent, Sharon Calderone at Portera, or via online travel sites, unless for client related expenses the client requires use of a different system or in order take advantage of client specific rates.

Airfare Authorization

Employees are required to follow approval levels for airfare costs:

- Less than \$600: No approval required
- Greater than \$601: Notify client lead/VP to determine options

Personal Automobile Usage

Individuals will be reimbursed for use of personal automobiles as required and the mileage in any single day exceeds their base mileage rate (normal commuting distances). The mileage reimbursement rate is 56 cents per mile based upon the IRS guidelines. Bridge and highway tolls are reimbursable.

Ground Transportation

Metered transportation and taxi services (Uber, Lyft, etc.) may be used. Car services (Carey, Carmel, etc.) may be used when they are the most cost effective option available.

Car Rental

Car rental is permitted if it is the most practical means of ground travel. The least expensive mid-size car should be requested at the time a reservation is made. Please inspect the car carefully and any damage found should be noted on the contract.

Rail Travel

Business class may be booked for rail transportation (business class is standard on Amtrak trains).

Hotel/Lodging

When making room reservations for travel directly linked to client business, request for client corporate rates and/or lowest available rate must be requested. Where no negotiated rate is available, travelers should use the parameters below:

- **Suburban:** up to \$200.00-\$300.00/night (ex. Charlotte, Nashville, Dallas)
- **High Urban:** up to \$350.00-\$450.00/night (ex. New York, Los Angeles, San Francisco, Washington, D.C.)
- **International:** up to \$400.00/night

Any exceptions require that the client and/or TKG client lead/VP be notified to approve room rates. Travelers will NOT be reimbursed for in-room incidental charges (e.g. movies, minibar). The following maximum guidelines for tipping should be observed:

- **Hotel Bellhop:** \$1.00 per bag
- **Housekeeping:** \$3.00 per night

Meals

While traveling, business meals will be reimbursed. The daily meal total should not exceed \$150 as a guide. The per-person guidelines for all meals are:

- Breakfast up to \$30
- Lunch up to \$40
- Dinner up to \$80

A receipt should be submitted with the expense report for any individual meal expense over \$50.

Client Entertainment

Client team should approve any reimbursement for entertainment expenses. These expenses may include events, such as cocktail parties, concerts, theater and sporting events, at which a legitimate business discussion takes place during, immediately before, or immediately after the event.

I acknowledge and understand all of the Company Expense Policies.

Signature and Date



Receipts

A receipt should be obtained for all expenses over \$25

- Electronic confirmations with \$\$ are acceptable from hotels, airlines, restaurants, etc
- Paper receipts should be scanned and be saved as a pdf file
- Multiple receipts can go onto one pdf file, but they must all be from the same job code
- Each new job code should have a separate pdf
- Please E-mail receipts to: receipts@thekinetixgroup.com
- Only the job code should be placed into the subject line. No other correspondence is needed.

Sample P&L



7:59 PM
05/03/20
Accrual Basis

THE JL GROUP, LLC Profit & Loss by Job

All Transactions

	<u>1000</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
42700 · Consulting Income	680,157.45	680,157.45
Total Income	<u>680,157.45</u>	<u>680,157.45</u>
Gross Profit	680,157.45	680,157.45
Expense		
61000 · Computer and Internet Expenses	14.99	14.99
61107 · Website Design	5,185.00	5,185.00
61120 · Consulting Expense	335.00	335.00
64410 · Print Production	3,345.00	3,345.00
66610 · Editorial	46.48	46.48
66621 · Other Fees (Non Banking)	2,200.00	2,200.00
Total Expense	<u>11,126.47</u>	<u>11,126.47</u>
Net Ordinary Income	<u>669,030.98</u>	<u>669,030.98</u>
Net Income	<u><u>669,030.98</u></u>	<u><u>669,030.98</u></u>