Agenda

Team intro - 5 minutes
What we said we would do - 5 minutes
What we did - 5 minutes
What we learned - 5 minutes
Metrics and callouts - 5 minutes
What’s next - 5 minutes
Asks - 5 minutes
Team and staffing numbers slide

Tony

Nathan

Meron

Dennis

Payroll Position
(To be hired)
What we said
Background:

- The Finance team is focused on transaction processes, reporting, financial internal controls and certain regulatory compliance filings. This includes consolidated revenue accounting, accounts payable, grants distribution (in multiple currencies) and projects to support other teams such as special donation accounts and participation in the annual report process. In addition, the team is responsible for quarterly sales and use tax filings.

- Tony has a key role in the annual plan process as his role is to consolidate the financial and budget data. He also works directly with Engineering & Product on their budget process.
What we did
Background:

- Processed increased transaction loads in revenue grants and accounts payable over the prior quarter. In addition to providing monthly reporting and cash flow reports.
- Completed data center site visit and audit for the Ashburn, VA (IAD) data center.
- Worked on the annual report, contract process improvements and credit card reconciliation improvements.
- Completed San Francisco’s Assessor-Recorder Office business property tax audit for calendar years 2010 through 2013. Awaiting for final report.
What we learned
What we learned:

As the need for increased productivity grows, inefficiencies in basic processes like contract processing, expense reports and credit card reconciliation can seriously impact team productivity and morale.
Metrics and callouts
Metrics and callouts:

Except for schedule changes due to holidays and vacations, cash outflows and reporting have been on schedule.
What’s next
Background:

- Our focus for Q3 will be to work with legal to complete improvements to the contracts process, work with administration to improve the credit card reconciliation process and work with OIT and Tech Ops to improve inventory coordination. In Q3 will we also be issuing the formal mid year financial report for the Wikimedia Foundation.

- This will be in addition to maintaining our schedule for cash outflows, revenue reconciliations and monthly reporting.

- We will also be hiring the payroll position during this quarter.

- We will perform the data center visit and audit for the new data center outside of Dallas, TX.
Background (cont’d):

- We will be working on the FY 13-14 Form 990.
Asks

Need cooperation from other teams, with other priorities, to make the necessary changes to their processes so that the Finance team can improve its productivity and handle the growing transaction load.