

SETTING UP A BINDER OR FILE

It is highly recommended that a **Centre Region Model Investment Club (CRMIC)** partner set up a system to manage the paperwork that is generated by the club. Prepare a binder or create a file in which to store the paperwork.

The following ideas are suggestions for organizing a system:

Binder: Purchase 2 sets of 8 index tabs (total of 16 tabs)

Purchase a large 3-ring binder (2"-3")

OR

File: Purchase a portable file or use an existing file you have

Purchase file folders

Now that you have a binder or file, you will need to label the index tabs in the binder or label the file folders.

Recommended Index Tabs/File Folder Labels:

- **Club's Partnership Roster:** This is a listing the partners' names and contact information.
- **Agendas**
- **Minutes**
- **Treasurer's Reports**

Note: Some people prefer to combine the agenda, minutes, and treasurer's report from each meeting and file them together in one section of the binder or in one file folder. Do what suits your needs.

- **The Agreement and Operating Procedures:** File the club's Partnership Agreement and Operation Procedures in this section.
- **The CRMIC Portfolio:** There are options as to how you choose to file. You may use one tab in the binder or file folder and place the information about all the companies in your club's portfolio listed in alphabetical order. Some prefer to have a separate tab/file folder for each company. It is your choice.
- **The Watch List:** In this section file information about companies that have been studied by the club but have not been purchased for the club's portfolio. Information includes the Stock Selection Guides, Value Line (VL) reports, and other written reports for the stock selection study. The information remains in this section until the club decides to purchase shares of the company or removes the company from the Watch List.

- **Monitor's Monthly and Quarterly Reports:** A monitor is a person who follows a company in the club's portfolio. The monitor's report forms are placed in this section. The monitor reports monthly on the company he/she follows. This section of the binder contains not only the monthly report generated by the monitor but also quarterly reports on the company's progress. Stock Selection Guides (SSG) for all four quarters of each fiscal year are filed with the monitor's reports.
- **Monitor's Annual Reports:** This section contains the monitor's annual report on his/her company that he/she follows. Besides reporting yearly changes seen on the SSG, information is reported from the company's annual report and from other sources. The analysis of the company's annual income statement and balance sheet plus the worksheet used when calculating the ratios from the income statement and balance sheet are included. Information on the annual cash flow statement is filed here.
- **Educational Materials:** File educational information that is distributed at your club's meetings in this section.
- **Chapter Information:** This section contains information from the Central PA Chapter (CPAC) of BetterInvesting or any other chapter's information.
- **Miscellaneous:** Information that does not fit into any of the above categories goes into this section.

Remember: This is a suggested filing system for your paperwork. Make additions and deletions according to your needs.

You may also set up files on your computer to keep the club's paperwork organized.