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February 26, 1993

To: Zen Studies Society Board of Directors

Fr: Tashi

Re: DBZ Financial Matters per [REDACTED] Memo dated 12/9/92

In response to the attached memo, Junpo-Shi met [REDACTED] in [REDACTED] during a retreat with the [REDACTED] Sangha last October. When he learned that [REDACTED] had financial skills and was looking for a home to further develop his spiritual awareness, he asked [REDACTED] to join us at DBZ. An agreement was made that [REDACTED] would take over DBZ financial responsibility in order to help me. [REDACTED] agreed and joined us in November. It is my understanding that Roshi approved this agreement.

[REDACTED] was asked to update our current bookkeeping system and to analyze our financial structure. In response, he presented the attached memo to me, Roshi and Junpo-Shi in a meeting on December 9. We were all grateful for his help and Roshi asked Junpo-Shi to contact Taizo Robert Green to get his advise regarding [REDACTED]'s memo. He also asked Junpo-Shi to bring this memo with Taizo's responses to the Board meeting January 30 for the Board to discuss. Junpo-Shi met with Taizo the following weekend. I do not know results of their meeting.

One item not discussed in our December 9 meeting but brought to our attention by [REDACTED] earlier in December was the fact that we were not charging our customers sales tax when they purchased items from the store. There was some confusion on Roshi's part regarding our tax exemption and the understanding that we were exempt if we sold religious items to our guests and guest students. Both New York Zendo and Dai Bosatsu Zendo do not charge sales tax.

In lieu of Junpo-Shi's resignation and Roshi's absence, I felt it best to wait for Roshi to further discuss this memo. In the mean time, I have requested the necessary tax forms from the IRS and the State regarding unrelated income. I have also requested an application from the State for retail store sales tax collection. 1099 Forms are also on their way to us. There are complications regarding 1099's because [REDACTED], [REDACTED] and [REDACTED] are illegal aliens. I don't know how you want to address this matter.

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After Roshi returns, The Board should meet with Taizo again to go over [REDACTED]'s memo. In the meantime, I will verify workers' compensation obligation, if any, for Dai Bosatsu student body. I know that contractor's working on our property must provide their own workers' compensation for their employees as well as general liability insurance. I will also find out how the state and federal government designate differences between stipend, gratuity, wage, independent contractor fees, etc.

If there is any further information or questions regarding this matter, I'm here. Let me know how I can help.