

TREASURERS'S RESPONSIBILITIES

A good bookkeeping system provides the means for documenting, recording, summarizing and reporting the financial transactions of your organization. It also provides a written record of your organization's financial history. Ultimately you can use your accounting information to make wise financial decisions and to aid in the future planning for your organization. The specific information that you get from a good bookkeeping system will do the following:

1. Help you understand how your funds have been used in the past.
2. Help you plan future budgeting and fundraising needs.
3. Protect your organization against the misuse of funds.
4. Save money by identifying wasteful and inefficient spending.
5. Provide the basis for determining the cost effectiveness of each of your committees, projects, and programs.

Demands are placed on the organization's administrators to provide detailed, accurate information regarding the services you provide. The future of your organization may depend on the quality of the financial information you maintain. The Treasurer is responsible for ensuring that such information is available.

Operating Procedures, Part II, Article I, C

(4) "Develop and maintain adequate and correct bank accounts and appropriate records showing the chapter's assets, liabilities, receipts, disbursements, and business transactions. Advise the State Association treasurer of the name and address of the financial institution and account number used by the chapter. The name and office of all persons authorized to sign on this account and notification of any changes in these persons authorized access to the account shall be forwarded within 15 days of the occurrence to the State Association treasurer,"

Receipts:

It is important that receipts be properly maintained and documented. (Who they were received from and the purpose for which they were received.) A receipt should be issued for all cash received. A thank you letter should be sent for all donations and a copy filed with the treasurer.

Your organization should order a deposit stamp from your bank. All checks received should be stamped with the endorsement stamp. This endorsement stamp should read, For Deposit Only to the account of (your organization's name) and the bank account number. It provides an extra measure of security if the cash and checks received are mailed to someone other than the person making the deposit. **DO NOT HOLD CHECKS FOR LONGER THAN 30 DAYS!** It is always best to deposit quickly.

DISBURSEMENTS:

The cash disbursements journal must record all the checks you write. You Must document why each check was written. Documentation should include the original bill.

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The bill should be marked with the check number, date paid, and the amount paid. If there is not a original bill or receipts, you can generate an organization request form. This form should include, date, amount, payee, reason for payment, name of person requesting the check and the signature of someone authorized to approve the expenditure. Request forms are used for items such as postage, conference pre-registration, mileage reimbursements ect. (If there is no receipt for an expense, at the time of reimbursement indicate “ No receipts on books. Have the person who receives the funds give you a hand written receipt showing receipt of the money. All records should be saved for seven (7) years.

BUDGET:

The budget is the financial blueprint of your organization. It is your outline of anticipated expenses and income for a specific period of time, usually a year. Your proposed annual budget must be sent to the CSFPA Treasurer annually. A budget is today's plan for the cost of operating tomorrow's program. The better educated and informed the estimate, the more useful the budget.

The treasurer cannot write a check for more than is proposed in the budget without approval of the board. The president should be informed of excessive spending.

SPECIAL BUDGET INSTRUCTIONS

An approved budget gives the treasurer the authorization to write checks in payment of the chapter obligations against specific items in the budget. If the chapter or a member of a chapter incurs a financial obligation for the chapter, the treasurer must be authorized to write a check to satisfy that obligation. This authorization comes either by virtue of it's having been included in the approved budget or through a motion having been made and approved (and documented accordingly) at a chapter meeting. The treasurer has no authority to write a check to satisfy a financial obligation unless/until it is included in the approved budget by motion of the chapter membership. The treasurer cannot write checks for amounts that exceed the approved amounts in the budget or in the motion authorizing the payment. If an obligation exceeds the amount in the budget or in the authorizing motion, the treasurer is obligated to take the issue to the chapter along with a request to revise the appropriate budget item and re-balance the budget.

FUNDRAISING:

Good records need to be kept of all fundraising activities. Raffles need to be handled cautiously. A ticket can be given for a donation. If someone should request a ticket without a donation, you would need to give them one. Record all winners and prizes given in your chapter meetings minutes.

If goods (i.e. T-shirts, pens ect.) are sold you will need to get a resale license from the State Franchise Tax Board. Article II, 2 (5)

BANK STATEMENTS:

Bank statements need to be reconciled and copies mailed with your quarterly reports to the CSFPA treasurer.