

INSTRUCTIONS

LOCAL CHAPTER TREASURER'S RECORD BOOK

As of February 28 (29) the retiring treasurer should deposit all money in the bank, close the records, and complete the annual reports. (See sample Annual Closing on the SAMPLE CHECKBOOK REGISTER.) After the chapter audit and release by the state treasurer, the treasurer's books and supplies may be turned over to the new officer.

Local dues collected prior to March 1 provide the chapter with funds for operating expenses for the next year.

CHECKBOOK REGISTER AND SPREADSHEET

Record all chapter financial transactions in the CHECKBOOK REGISTER. Use the SAMPLE CHECKBOOK REGISTER and its receipts and disbursements spreadsheet as a guide.

Receipts (Deposits):

Issue a receipt for all cash received or any other receipts if requested.

Dues receipts:

Issuing a receipt for non-cash dues payments is no longer necessary.

Initial entry:

As funds are received during the chapter year, enter the "Date," "From Whom Received/Purpose," "Receipt Number" (if applicable), and the amount of the deposit in the "Deposit" column of the CHECKBOOK REGISTER.

Split receipt transactions:

If there are multiple purposes or multiple items in a deposit, itemize each in the "From Whom Received/Purpose" column. Use as many lines as necessary. (See SAMPLE CHECKBOOK REGISTER.) [Note that multiple annual dues received may be combined and entered into the "Deposit" column as one number. Similarly this number may be written as one entry on the spreadsheet receipts page in the "Dues, Fees and Assessments" column.]

Calculate new balance in CHECKBOOK REGISTER:

Add the amount entered in the "Deposit" column to amount in the prior "Balance" column to arrive at a new total in the "Balance" column.

DISTRIBUTION OF RECEIPTS page:

Distribute each item in a deposit to its appropriate column across the page on the same line number. On each line the total entered in the "Deposit" column must equal the amount recorded on the DISTRIBUTION OF RECEIPTS page.

Disbursements (Checks):

Initial entry:

As checks are written or disbursements made during the chapter year enter the "Check Number," "Date," "To Whom Paid/Purpose," and the amount of the check in the "Check Amount" column of the CHECKBOOK REGISTER.

Split disbursement transactions:

If there are multiple purposes for which a check is written, itemize each purpose and amount in the "To Whom Paid/Purpose" column. Use as many lines as necessary.

Calculate new balance in CHECKBOOK REGISTER:

Subtract the amount of the check written in the "Check Amount" column from the amount in the prior "Balance" column to arrive at a new total in the "Balance" column.

DISTRIBUTION OF DISBURSEMENTS page:

Enter the check amount into its appropriate column on the DISTRIBUTION OF DISBURSEMENTS page on the same line number as in the CHECKBOOK REGISTER. If the check was written for more than one purpose, distribute each amount to its appropriate column. The total across the columns must equal the "Check Amount" as recorded on the same line number in the CHECKBOOK REGISTER.

Columns with empty headings:

Use these columns to customize the Treasurer's Record Book for special purposes of the chapter. Examples might be savings account transfers or on-going chapter fundraisers. Receipts for these purposes are entered in the same manner as other receipts.

Starting new pages:

When the CHECKBOOK REGISTER page is filled, total the "Check Amount" and "Deposit" columns and carry forward to the corresponding columns on the next page of the CHECKBOOK REGISTER. Do the same with the DISTRIBUTION OF RECEIPTS and DISTRIBUTION OF DISBURSEMENTS pages.

Final entry for year:

The last entry shall be the single check dated the last day of the fiscal year (the last day of February) written to, "Treasurer, *[name of state]* State Chapter," for state and International dues, reinstatement and initiation (R&I) fees, and state chapter assessments (such as "Convention Registration Fees," "Official Visit Fees," "Home Fees," etc.). Record this check as for other checks and enter the amount on the DISTRIBUTION OF DISBURSEMENTS page in the "Dues, Fees, Assessments" column.

RECONCILIATION WITH BANK STATEMENT

Reconcile the bank statement to the CHECKBOOK REGISTER each month.

SAVINGS ACCOUNT

[Follow same procedure for money market fund]

Record new beginning balance at start of year:

As of March 1, record on a fresh line in the "Balance" column of the SAVINGS ACCOUNT page any balance being carried in the account.

Transfer in and out:

As transfers (deposits and withdrawals) are made throughout the year, enter them in the appropriate columns and show new balances in the "Balance" column.

How transfers affect checkbook:

Note that transfers in and out are not true receipts and disbursements to the chapter. They do, however, pass through the bank checking account as deposits and withdrawals. Thus they affect the checking account balance and should be recorded as receipts and disbursements (see SAMPLE CHECKBOOK REGISTER and spreadsheet).

Interest:

Interest automatically added to a savings account by the bank will not pass through the checking account and should be shown as an entry only on the SAVINGS ACCOUNT page.

Dating of entries:

The date the transaction passes through the bank and is recorded on the bank's savings account records is the date to be used when recording savings account entries.

MONTHLY REPORT

Make two copies of the Treasurer's Monthly Report. Using the form, report monthly to the chapter the balance on hand at the beginning of the month, all funds received, disbursements made, and the balance at the end of the month.

ANNUAL CLOSING

On March 1, close the Treasurer's Record Book as shown in the sample closing on SAMPLE CHECKBOOK REGISTER.

Preparatory addition of columns:

Add the columns on the CHECKBOOK REGISTER page:

Add the "Check Amount" column to determine the total dollar amount of checks written (disbursements).

Add the "Deposit" column to determine the total dollar amount of the deposits (receipts).

Add all the columns on the last DISTRIBUTION OF RECEIPTS page.

Write the totals on the bottom row of the columns. Add the totals across this bottom row to determine the

"Grand Total Receipts" and enter this total in the "Grand Total Receipts" box. This total should equal the total of the "Deposits" column on the CHECKBOOK REGISTER page.

Add all the columns on the last DISTRIBUTION OF DISBURSEMENTS page.

Write the totals on the bottom row of the columns. Add the totals across this bottom row to determine the "Grand Total Disbursements" and enter this total in the "Grand Total Disbursements" box. This total should equal the total of the "Check Amount" column on the CHECKBOOK REGISTER page.

Formal closing:

Follow the example:

The "Annual Closing" format is demonstrated in the SAMPLE CHECKBOOK REGISTER.

Verify balance:

Add the total receipts (deposits) to the checkbook balance at beginning of year. From that total subtract the total disbursements (checks written). The balance remaining should equal the checkbook balance at the end of the year.

Preparation for the current new year:

Start fresh pages:

Start new CHECKBOOK REGISTER, DISTRIBUTION OF RECEIPTS, and DISTRIBUTION OF DISBURSEMENTS pages.

Carry forward the checkbook balance at end of year

(February 28 or 29) to start the new year on March 1. Write the balance at the top right-hand corner of the page in the "Balance Brought Forward" box.

AUDITING OF BOOKS

Schedule the annual audit after closing the books as early in March as possible. The auditing committee examines all transactions and verifies beginning and ending balances in checking account and in savings account, if chapter has one. If all are found correct, the chairman, following the example on the SAMPLE CHECKBOOK REGISTER, places notation below the Annual Closing, with the date, her signature as chairman, and the signature of the other member of the auditing committee.

TREASURER'S RECORDS

Keep six years from date of last entry.

[Insert instructions here about supply]