

MONTHLY TREASURER PROCEDURES CHECKLIST

- Promptly receipt all funds that are received.
 - ❖ Yellow carbon copy is returned to the payee.
 - ❖ White original is placed with the corresponding club deposit slip, if applicable, otherwise attach to the corresponding month's ledger report.
 - ❖ Pink copy remains in the Receipt Book.
- If funds being receipted are from a fundraiser, check for appropriate Fundraising Proposal.
 - ❖ Fundraising Proposals must be submitted to the UCCE office at least 30 days prior to event for approval.
 - ❖ Was this fundraiser included in the approved budget submitted to the UCCE office? Follow instructions on fundraising proposal form.
 - ❖ If the projected profit of the fundraiser is \$500 or more, an itemized budget must be attached to the Fundraising Proposal.
- Promptly pay bills authorized for payment by the club budget or by vote of club membership.
 - ❖ Treasurer must first receive a completed Check Request Form with attached supporting **original** receipts.
 - ❖ Budget Category must be included on the Check Request Form.
 - ❖ Treasurer checks receipts against Check Request.
 - ❖ Treasurer checks current Actual Budget Expenditures to verify if funds are still available in that budget category.
 - ❖ If funds are no longer available in the budget category, the request may be denied OR a budget transfer must be voted on by the club BEFORE the expenditure can be made.
 - ❖ Treasurer seeks written approval of Check Request.
 - ❖ Treasurer writes check in the amount approved. Check is to be signed by 2 authorized signers, unrelated to payee or each other.
 - ❖ Treasurer gives check to payee in a timely manner.
 - ❖ Keep copy of Check Request with attached receipts by date of payment in the appropriate months tab.
- Deposit collected funds in a timely fashion. Within one week is most desirable.
 - ❖ Attach Bank Deposit Receipt to the monthly Bank Statement.
- Complete the treasurer's monthly **ledger** by the close of **EACH month**.
 - ❖ Record ALL income.
 - ❖ Record ALL expenses.
 - ❖ Record ALL sub-account activity, if your club has sub-accounts.
 - ❖ Attach ALL **VOIDED** checks and **VOIDED** receipts to the monthly ledger.
 - ❖ **Update** Budget with actuals on a monthly basis
- Balance (reconcile) the check book register with monthly bank statement within a few days of receiving the bank statement.
- If the club has outstanding checks older than 30 days, the treasurer should follow up with payee. Ask the payee to cash the check, if they have not already done so.
- Provide current written ledger reports at all club meetings.
- Meet monthly with Community Leader(s) and/or Treasurer Advisor to review monthly record keeping.

“Each club treasurer is charged with maintaining all the banking records in support of club treasurer expenditures and income, including financial accountability to members, the public and the University.”