

Treasurer's Report Policy

Policy Number: 8.7

Reviewed: 9/2017; 10/2021 Revised: 11/2017; 10/2021

EB Reviewed & Approved: xx/2022

Original Date: 1/1995

#### **PURPOSE**

To provide guidelines for a written financial report to the association at its regular general and executive board meeting.

#### **POLICY**

- A. The treasurer shall prepare the report for presentation at all meetings.
- B. The Treasurer's report shall be distributed to the Executive Board and it's members.
- C. The Treasurer's report shall accurately reflect all financial activities of the Association. Corrections shall be made as necessary and the report will be accepted as corrected.
- D. The Treasurer's report shall include appropriated budget for committee's, events, projects, and grants to determine income and status of the treasury.

## **PROCEDURE**

- A. The report shall include all income, expenses, invoices, and reimbursed receipts within the month the transactions occur.
- B. The report shall be shared to all members at the General/Executive Board meeting.
- C. Any identified discrepancies shall be addressed and corrected as needed.
- D. The report shall go on record as accepted as written or as amended /corrected.
- E. The report shall be prepared for a bi-annual audit for the Auditors.

### REFERENCE (S)

#### ATTACHMENT(S)

- 1. Treasurer's Report Format
- 2. Revision History



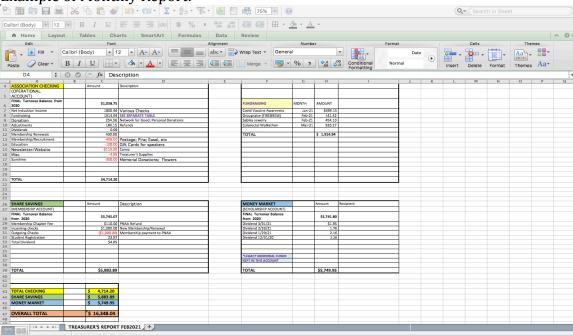
## Attachment 1: Treasurer's Report Format

Month/Period/Year	Income	Expense
Bank Balances		
Membership Fees		
Education		
Ways & Means		
Grants/Projects		
Donations		
Community Outreach		
Health & Wellness		
Administrative		

Overall Bank Balances:

Report of Outstanding Checks:

**Example of Monthly Report:** 





# Attachment 2: Revision History

Original Author: Norma Bariso, 1995 Reviewed: P & P Committee, 2017

President: Hilo Laxa, 2017

Reviewed: 10/2021 P&P Committee President: 2020-2022 Catherine Paler