

FINANCIAL RECORDS

The Treasurer of the _____ Chapter will be responsible for maintaining all financial records of the Chapter. The following records will be maintained as indicated:

- a. Roster of paid current members.
- b. Monthly financial statement.
- c. Monthly income record.
- d. Monthly expense or disbursement record.
- e. Property record.
- f. Copies of monthly minutes of Chapter meeting.
- g. Check book.
- h. Receipts.
- i. Cancelled checks.
- j. Reconciled monthly bank statements.

At a minimum, the roster maintained by the Treasurer will contain the following Information: Date payment received - Full Name - Chapter number - Association card number and amount of dues paid.

All income will be entered in the monthly income record. A new record will be opened the first day of each month and closed on the last day of each month. When the income record is closed, the information will be transferred to the income column of the monthly financial statement. The income record will be signed and retained in the file.

All expenses will be maintained in the monthly disbursement record. This record will be opened the first day of each month and closed on the last day of the month. When the records are closed, the totals will be transferred to the disbursement column on the monthly financial statement. Record will be signed and retained in the file, Property record will be maintained on a yearly basis. Depreciation will be computed on the last day of the year, as required. Serial numbers of serial numbered items will be indicated in the remarks section of the property record.

Monthly financial statement will be completed effective the last day of each month using all other records to obtain the information necessary. Copies of monthly chapter minutes are on file as a back-up showing approval of required expenditures.

Checkbook will be kept current as used and reconciled upon receipt of monthly bank statement. Monthly deposit slips will be attached to the appropriate bank statement.

Receipts will be numbered with the same number that appears on the check that paid that receipt. After the information from the receipt is entered on the monthly disbursement record, the receipt will be filed in numerical order. Cancelled checks and check stubs will be filed and retained in numerical order.

Monthly bank statements will be reconciled and entered to checkbook and statements corrected as required.

At the close of each year when the yearly division association financial statement is completed, all financial records for the preceding year will be placed in an expanding folder and marked FINANCIAL RECORDS _____ CHAPTER, 82ND ABN DIV ASSN and the year. A copy of the audit that covered those records and a copy of the yearly financial report will be enclosed. Appropriate information will be transferred to the new year's records.

Financial records will be retained at least five years from date closed.

A copy of the monthly financial statement will be given to-the Secretary at the first meeting after close of month.

Secretary

APPROVED

Chairman