Deposits – Section 1

Contributions - Checks, Money Orders, PayPal & Cashier Checks: (exclude Postal Money Orders and Cash – See Below)

- Write WSO# and District # on each check.
- Stamp the back of each check with the SCWS Endorsement Stamp
- Keep the "Contribution Form" and/or choose whether to discard the envelope.
  - *Keep the envelope if the contribution is a money order, cashier's check, bank check, or no contribution form is received.*
- Sort the checks by monetary value; lowest to highest.
- Total all the checks in the deposit as "Control Total."
- REMOTE DEPOSIT:
  1. Log into the bank checking account online and click on "Deposit Checks."
  2. Scan the checks into bank scanner.
  3. Correct all errors *(amounts, check #s, and account #s that scanner is unable to decipher)*.
  4. If the "Control Total" equals the bank balances, then click "Deposit".
  5. If the "Bank Total" does not equal the "Control Total", compare the amounts on each check with each amount shown on the bank screen. When you find the error, click on "Edit" to make the correction. Note: The "Deposit" per the bank MUST equal the "Control Total" before clicking "Deposit"
  6. Print "Receipt" before closing online banking.
- Tape 3 checks on a page of white paper, because originals are retained by SCWS.
- Paperclip the accompanying "Contribution Forms" to each page.
- Binder clip the bank's "Receipt" and each of the check-taped pages and set aside for input to QuickBooks.

Chase Check Retention and Destruction Guidelines:
After determining your checks have been successfully accepted and posted, you should mark the checks as having been deposited and store them in a secure location until destroyed. Please ensure that the scanning, storing and destruction of the original checks are done under controls appropriate for your business. Documents can be shredded after seven (7) years.

Contributions - Postal Money Orders, Cash, & Other Checks Not Accepted by the Bank Scanner (not included in "Remote Deposit" above)

- Write WSO# and District # on each money order.
- Stamp the back of each check with the SCWS Endorsement Stamp
- Make a copy of each check (3 on a page), because these are not "retained" by SCWS.
- Tape the "Contribution Form" (or envelope) for CASH received to the page of copies.
- Paperclip envelopes & Contribution Forms to the copy and set aside for inputting.
- Fill out a bank deposit slip.

- Bring postal money orders, cash, and deposit slip to bank within ONE WEEK (You will need the SCWS bank card or ID).
    1. If bank deposit is only cash, it can be deposited through the ATM.
    2. Postal money orders must be processed by a teller inside the bank.
- Paperclip bank receipt to the copy of the money orders

Prep work for PayPal deposits

- Sign into PayPal and click on Activity tab – select All Reports.
- Select Activity download
- Go to Create and download report – Select Transaction type, date range and format (csv file)
- Submit "Create report"
- After report is downloaded from PayPal Server open report and save to Excel
- Highlight the group #, District #, or individual's name on the report.
- The group contributions on the PayPal report doesn't have a space for the district #, so you will need to look up all the District #'s at http://www.al-anon.info/OnlineGroupRecords/

7th Tradition Cash and Other Funds Received at SCWS Events

- "Cash Count" Form: Prepare a form, including and "extending" various bill sizes and "coin" for each SCWS Event. The Treasurer and an additional Board Member counts the money and signs the form.
- Each "category" of funds received should have a separate Cash Count sheet (e.g., 7th Tradition, Forum Can, Group & District contributions, etc.)
- Prepare a "Receipt" using a NCR 2-copy receipt book
    1. Original receipt to be given *at the event* to the SCWS Chair, for Chair to view bank deposit.
    2. Copy of the receipt to be kept in the receipt book.
- Treasurer to deposit "cash funds" and checks received within ONE WEEK of the event. Follow the record keeping of "Contributions, Cashiers Checks and Money Orders" noted above for checks received at the event.
- "Cash Count" sheet and bank receipt to be kept together and set aside for inputting.

SCWS mail for other Board Members:

- All mail sent to the SCWS "Mail Center Box" is sent to the Treasurer once a week via the Mail Center. (Contact the Mail Center if envelopes are not received regularly.)
- Scan the document and email it to the appropriate Board Member ASAP or within ONE WEEK of receipt.
- Give the original document to the Board Member at the next event e.g., Board Meeting, AWSC, or Assembly.
- If documents do not appear to be for a specific Board Member, scan/email it to Chair.

Expenses - Section 2

The approval process is already specified in the SCWS Bylaws.

- Expenses approved by the Assembly (through budget approval or other motion):
  - Payment to be issued without additional approval.
- Expenses not pre-approved by Assembly:
  - Any expense above $2,000 must be approved by Assembly.
  - Any expense between $500 and $2,000 must be approved by an Officer.
  - Expenses under $500 can be paid at the discretion of the Treasurer.
- Expenses deemed questionable by the Treasurer to be approved by the Chairperson.
- Officers, Committee, DRs and GRs need to submit a check request for any reimbursement.
- Reimbursement requests must be submitted no later than 45 days after date of receipt and by end of calendar year. Request must include check request and back up receipts. (No reimbursements carry over to next calendar year).
- Cash – some events require the Treasurer to have start up cash available for a committee putting on an event. The cash is used to make change. The up-front cash is redeposited back into the bank account. Both transactions (in and out) are posted as suspense with a memo as start up cash.

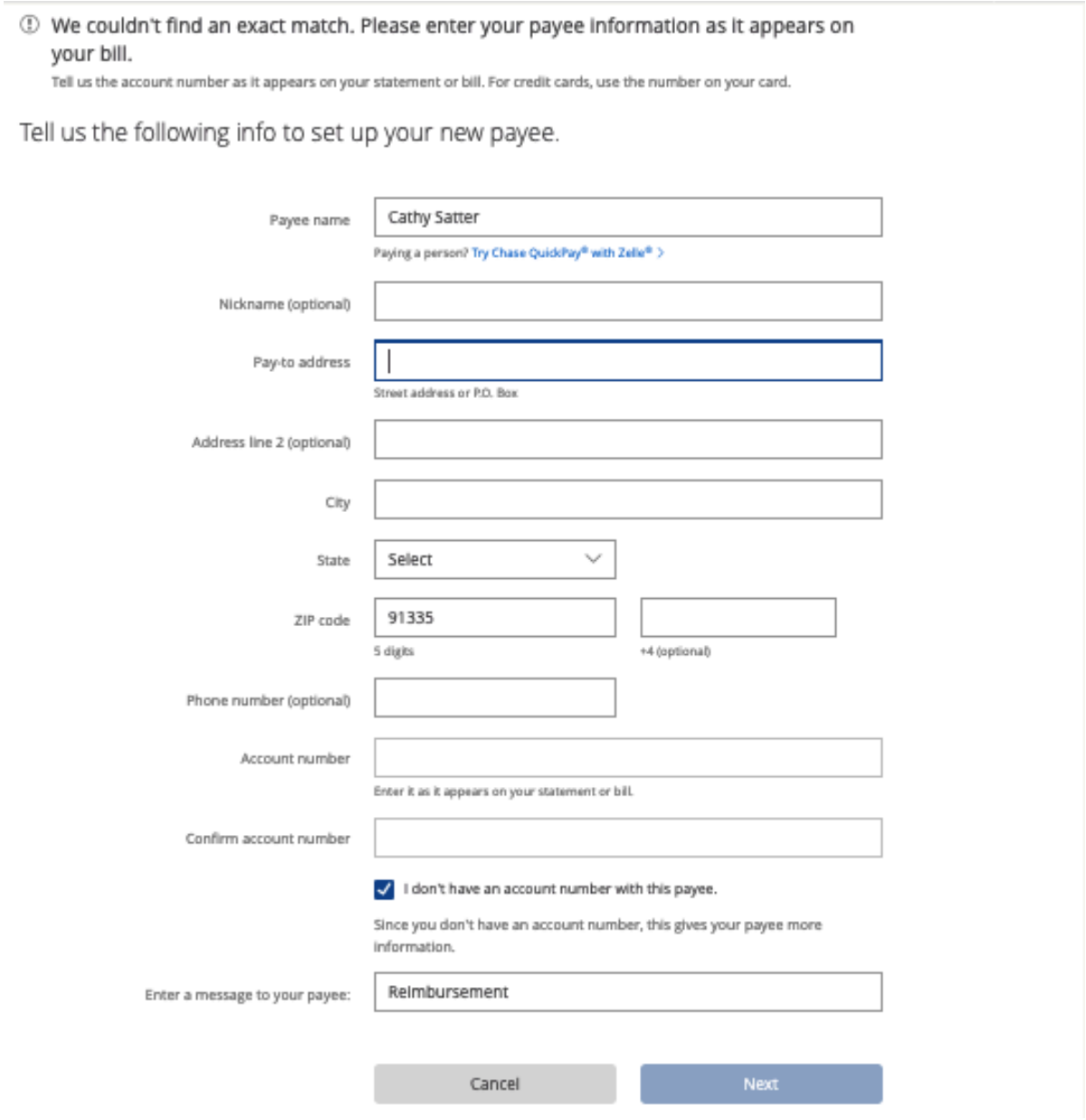
Bill Pay

- Allows Treasurer to submit checks to Committee, DR's and GR's directly through bank.
- Committee, DR and GR name and address is entered one time only into Bank's bill pay system.
- The bank mails check to recipient and is received within five to seven days of issue.

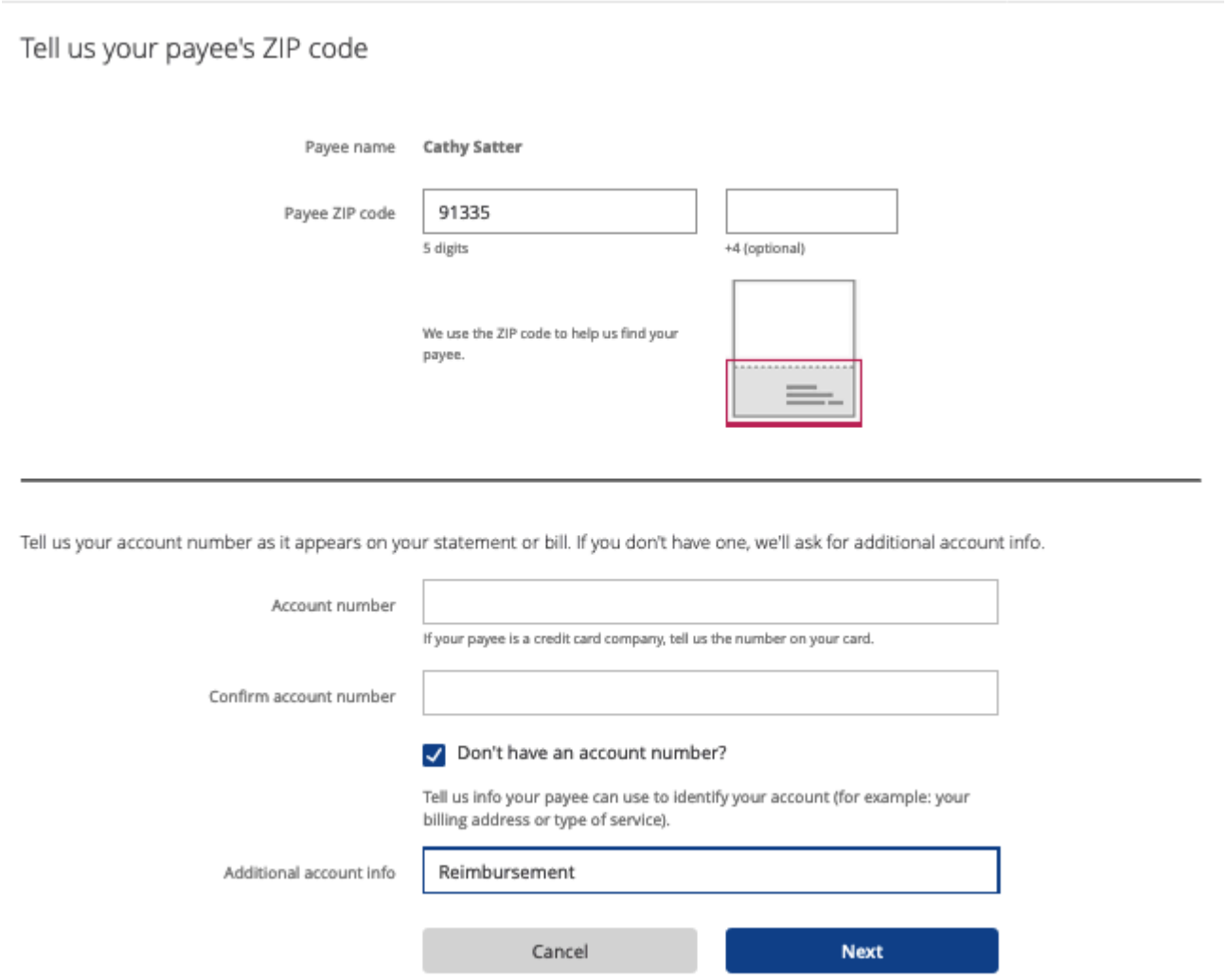
  i.e., Request is processed on Sunday; checks are usually received by following Friday.
- This feature is "no charge" to SCWS.
- Bank pays all postage for outgoing checks.
- Checks are good for only 90 days. If the check is not deposited or cashed within the 90 days, the funds are posted back into our account automatically.
- Cashed checks are available online for verification purposes.

How to set up Bill Pay on Chase Bank Website

Adding a Vendor



Bill on Chase Bank Website



Treasurer Reports – Section 3

Monthly Reports

Profit & Loss / Balance Sheet. The "Report Options" are found at the left of the recommended (screen) and all reports sections of the Report Center. Any reports you run regularly will be listed in the frequently run section for easy access.

All reports are due to the officers no later the 10th of the following month. The financial reports need to be uploaded to the SCWS website upon approval by the Chairman of the Board.

Financial Packet Consists of:

I. Financial Statements

- Month-End P & L Standard (Activity Statement)
- Month-End P & L Previous Year Comparison
- Month-End Balance Sheet Standard (Statement of Financial Position)
- Month-End Balance Sheet Previous Year Comparison

II. Balance Sheet Accounts Reconciliations

- Bank Reconciliation (include copy of bank statement)
- Prepaid Rent
- Prepaid Insurance
- Prepaid Travel
- Any other Prepaid Expenses

III. Budget vs Actuals Report

Quarterly Reports

1. Quarterly Contributions Report: Group, District, Conventions

    - Sorted by District.
    - Group Number
    - Date

2. End of Year Financials for the January Board Meeting, February AWSC Meeting and to the SCWS website.

3. Year to Date Financials (as of April 30, xxxx) for the May Assembly and Year-To-Date (as of October 31, xxxx).

4. Year-To-Date Financials (as of July 31, XXXX) for the August AWSC Meeting

5. Year-To-Date Financials (as of Oct. 31, XXXX) for the November Assembly

To access Reports, click on Reports in the left-hand navigation bar. Scroll your mouse over each report's listing to view a sample preview of the layout. You can run the report immediately by clicking on it or you can customize it first before the report initially appears by clicking on the customize link. You can also search for a report by typing any part of the report name in the "Search option."

They are found at the top of the Recommended and All Reports sections of the Report Centre. Any reports you run regularly will be listed in the Frequently Run section for easy access. Before you run the report, make sure "**Accrual"** box is checked and not Cash.

Filing Documents - Section 4

Tax Returns, Insurance Policies, Facility contracts, etc.

- Scan documents and upload to Treasurer Dropbox
- Originals are to be filed at the back of Expenses in a folder labeled "**Contracts**".

Fixed Assets

- Maintain the **"List of Fixed Assets"** value >$1,000.
- Keep records of fixed assets until disposed of.
- Retain the details of the Fixed Assets from the Balance Sheet as of December 31st (year-end) is to be filed in the "**Contracts**" folder.
- The dollar amount on the list of the Fixed Assets should equal the Balance Sheet Detail.

Reserves and Contributions - Section 5

- Ample Reserve of $70,000 to be maintained.
- Working Reserve Checking & Savings accounts of $40,000 with the remaining $30,000 in CDs.
- These $70,000 reserves are to cover one year of expenses.

Any amount greater than $70,000 on December 31 should be contributed to WSO.