Deposits – Section 1

Remote Deposits Using Check Scanner: (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.

Direct Bank Deposits for Income Not Accepted by the Check Scanner or Completed in Person: (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.

PayPal Processing Multi-Step Process for Income Received Online:

PayPal contributions are to be entered 2 times a month at a minimum, generally around the 15th of the month and the end of month. When transferring money from PayPal make sure it hits the bank account before the end of month. It is suggested to transfer around the 28th or 29th of the month.

Step 1 - 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 (in CSV format) and export it to Excel.
- Save to SCWS Google share drive PayPal Reports. Access will need to be requested.

Step 2 – Transfer Money to Chase Bank Account

- Click on manage money at top of screen.
- Click on transfer money.
- Select in 1-3 days.

Step 3 – Open report from SCWS

- The PayPal report from SCWS runs automatically and is exported to the user's SCWS email address. (This report is used for the group and district number.)
- Look for email called Entries export: scroll to bottom of page and report is listed. Report is called Contribution -.xlsx.
- Contributions report is exported on the 15th and 28th of the month.
- Open report and match contributors name to the PayPal report.
- Find the group number and input it into the PayPal report.
- Determine if the contribution is for SCAC, SCWS, 7th Tradition, Hospitality or other.
- You will need to look up all the District #'s at https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting/ or contact Group Records Coordinator for a report.

Step 4 – Input into QuickBooks

- Input payments into QuickBooks and make sure QuickBooks entry matches bank deposit.
- Add Merchant Fees to QuickBooks Online deposit from PayPal report.

7th Tradition Cash and Other Funds Received at SCWS and SCAC Events:

- "Cash Count" Form: Prepare a form, including and "extending" various bill sizes and "coin" for each SCWS or SCAC Event. The Treasurer and another Officer or Committee 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 and 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, Cashier's 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.

Expenses - Section 2

Approval Process

The approval process is specified in SCWS Policy as follows:

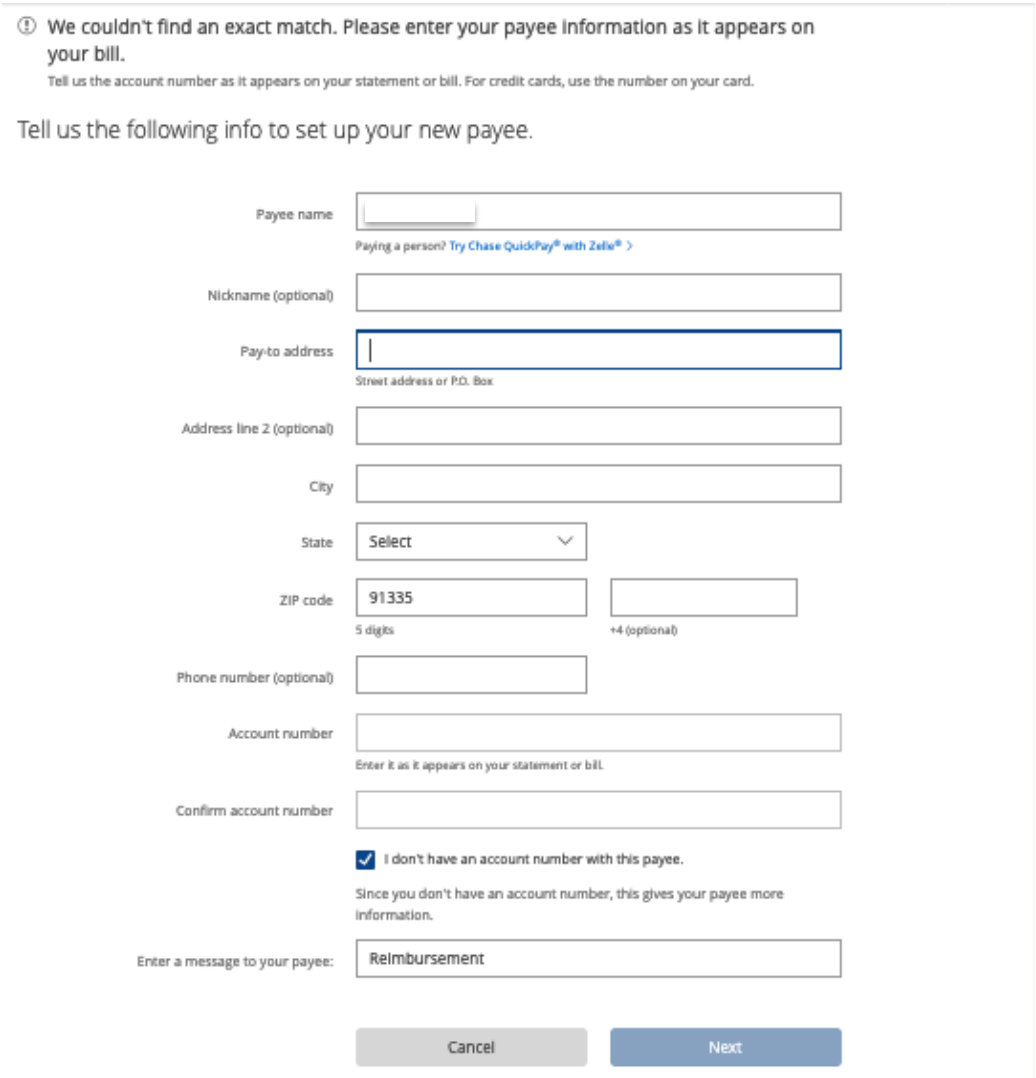
- Expenses approved by the Assembly (through budget approval or other motion):
  - Any expense above $2,000 must be approved by Assembly.
  - Payment issued without additional approval.
- Expenses not pre-approved by Assembly:
  - Any expense between $500 and $2,000 must be approved by the Board of Directors.
  - Expenses under $500 can be paid at the discretion of the Treasurer.
  - Expenses deemed questionable or not approved by the Treasurer, should be discussed with the Chairperson to determine next steps.

- Officers, Coordinators, DRs and GRs need to submit a request for any reimbursement online at https://scws-al-anon.org/expense-reimbursement-request/. Requests for nonroutine expenses, should be preapproved by the Treasurer or Chairperson.
- Reimbursement requests must be submitted no later than 45 days after date of receipt and by December 15 at the end of calendar year. Request must include receipts and back-up documentation. (No reimbursements carry over to next calendar year or are made without back-up documentation).
- 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.

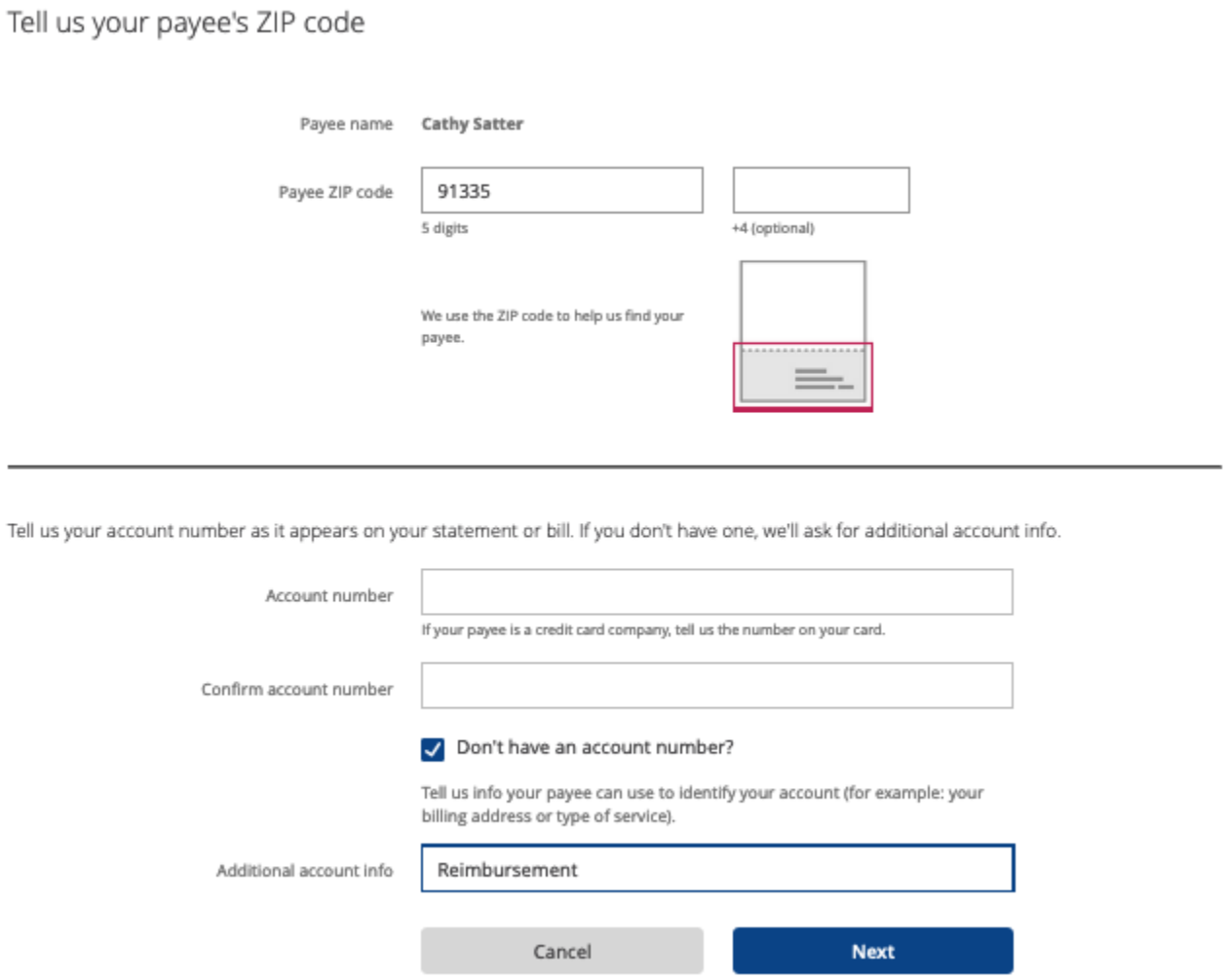
Bill Pay

- The Treasurer can write checks or process checks to directly through bank.
- Each payee 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.
  - For a request 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 a Payee on Chase Bank Website by Adding a Vendor



Bill Pay on Chase Bank Website



Treasurer Reports – Section 3

Monthly Reports

<u>Statement of Financial Position/Statement of Income and Expenses:</u> 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 Area Chairperson.

Financial Packet Consists of:

1. Financial Statements
   - Month-End Statement of Income and Expenses

- Month-End Statement of Income and Expenses Previous Year Comparison
- Month-End Statement of Financial Position
- Month-End Statement of Financial Position Previous Year Comparison

2. Bank Reconciliation without bank statement which are viewable online by Officers.
3. Month-End and Year-to-Date Budget vs Actuals Report

Year-to-Date Contribution Reports

- Year-to-Date Contributions Reports are posted online for AWSC and Assembly Meetings:
  - Sorted by District.
  - Group Number
  - Date

Year-to-Date Financial Reports

- Year-to-Date Financials (as of April 30, xxxx) are prepared for the May Assembly and Year-To-Date (as of October 31, xxxx) for the November Assembly and posted on the SCWS Website.
- Year-to-Date Financials (as of July 31, XXXX) are prepared for the August AWSC Meeting and posted on the SCWS Website.

End-of-Year Financial Reports

- End-of-Year Financials are prepared for the January Board of Directors Meeting, February AWSC Meeting and May Assembly Meeting and posted on the SCWS website.
- End-of-Year Contributions report is posted online in January.

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 Google Drive.
- Originals are to be filed at the back of Expenses in a folder labeled "**Contracts.**"

Maintain the **"List of Equipment"** value >$1,000. Keep records of fixed assets until disposed of.

- Retain the details of the Fixed Assets from the Statement of Financial Position 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 Statement of Financial Position Detail.

Reserves and Contributions - Section 5

- Ample Reserve of $70,000 to be maintained.
- Working Reserve Savings accounts of $40,000 approximately with the remaining $30,000 approximately in CDs per Finance Committee recommendations to the Board of Directors.
- 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.

SCWS Mail for other Board Members – Section 6

- All mail sent to the SCWS "Mail Center Box" is sent to or picked up by 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 Service Panel Member ASAP or within ONE WEEK of receipt.
- Keep the original document in a document file.
- If documents do not appear to be for a specific Service Panel Member, scan/email it to Chair.

Southern California Alateen Conference Financial Procedures – Section 7

- Annual banking turnover in August
  - Signers on the accounts
    - AMIAS SCAC Treasurer
    - SCWS Treasurer
    - SCWS Chairperson
  - SCWS/SCAC Finance Committee meets monthly and includes the SCWS Treasurer as Chair, an Area Officer, the SCAC AMIAS Treasurer, and the SCAC AMIAS Chair.

- Budget
  - Prepared in July by:
    - AMIAS Treasurer
    - SCWS Treasurer
    - SCWS/SCAC Finance Committee
  - SCAC Budget is presented at the AWSC in August and to the SCWS Assembly in November for approval.
  - The Executive Committee reviews and presents the budget to the SCAC Committee in October.

- The Committee and each subcommittee will be responsible for staying within their budget.
- Any changes to budget must be approved by the SCWS/SCAC Finance Committee.

- Expenses
  - Payment Request forms with required documentation (receipts, invoice, rental agreements, mileage printouts) should be submitted to the AMIAS SCAC Treasurer prior to payments.
    .
- Direct Payments and Spending Limits
  - Can pay directly for payments up to $200 per budget.
  - Amounts exceeding budget allocations require additional approval from SCWS/SCAC Finance Committee.
  - Over $200, must have prior approvals by SCWS/SCAC Finance Committee.
  - Reimbursements for SCAC expenses
    - Documentation per above is required for all reimbursements. Requests for reimbursement must be made within 45 days.
    - Paid by AMIAS SCAC Treasurer.
    - Reimbursements over $200 or over budget must have approval by AMIAS SCAC Chairperson and then approved by the SCWS/SCAC Finance Committee.
  - Advances must be approved by AMIAS SCAC Treasurer and AMIAS Chair. Required receipts and documentation must be submitted as soon as payment is made.
  - A SCAC Treasurer cannot write a check to reimburse themselves.
  - Reimbursement checks shall be sent out weekly.

- Income
  - Income is from events, fundraisers, registration, donations and contributions, Ways & Means.
  - All forms of income will be reported on an Income Receipt form, including cash, checks and electronic transactions and be sent to SCWS Treasurer.
  - Only signers on the bank account will process electronic transactions.
  - Cash and checks are counted by the AMIAS SCAC Treasurer and AMIAS SCAC Chairperson and recorded on the Income Receipt form.

- Deposits
  - Deposits should be made weekly.
  - Monthly bank deposits must be completed between the 25th and 30th of the month to make sure they hit the appropriate bank account for preparation of financial reports.
  - Money should not be held over beyond the month received and should be deposited as quickly as possible.

- AMIAS SCAC Treasurer Records
  - Maintains Bank Checking and Savings account records with detailed information to be updated and sent to SCWS Treasurer Designee by the 3rd of each month.

  - Maintain shared files with SCWS Treasurer Designee with documentation for deposits and payments.

- Scholarships
  - Districts and Alateen Groups designate funding and/or scholarships for Alateen and AMIAS participants.
  - Contributions submitted to SCWS for SCAC and not designated by a District or Group may be used to support Alateen and AMIAS registration scholarships as needed. The SCAC Executive Committee is responsible for using those funds for scholarships for SCAC attendees who are in need and not supported by local Districts or Alateen Groups.
  - Alateens must be have attended Alateen Meetings prior to attendance at SCAC.
  - AMIAS must be certified through the SCWS Area process.
  - Provide SCWS Treasurer with list of SCAC scholarships and who is funding them. (Districts, Individuals, SCAC Committee, etc.)
  - Provide list of AMIAS that are having their registration fees paid for by SCAC.