

## **INSTRUCTIONS FOR THE TREASURER**

### **GENERAL INFORMATION**

- ❖ When standing at her/his station, the Treasurer stands in front of the chair.

### **BALLOTING**

- ❖ The Treasurer casts her/his ballot after the Chaplain and before the Organist.
- ❖ The Treasurer advances to the North marching line facing South so s/he is waiting to ballot when the Associate Conductress arrives with the ballot box.
  - The unique layout of your Chapter Room may cause the Treasurer to stand on the North marching line facing East but s/he always ballots after the Chaplain.

### **INITIATION - PRAYER CIRCLE**

- ❖ The Treasurer enters the Prayer Circle between Martha and Electa after the Chaplain is in place. She/he holds the right hand of Electa and the left hand of Martha.

### **COMPUTERS**

- ❖ If the Treasurer uses a computer to keep Chapter financial records, the spreadsheet or similar tool should be formatted as the Treasurer's Cash Book.
- ❖ S/he ensures that computer files are backed up regularly and hard copies printed.
- ❖ The Treasurer uses procedures outlined in the Secretary's Handbook.
  - The Grand Secretary has the Cash Books set up in an Excel spreadsheet and can provide them to the Treasurer as an example.
- ❖ The Treasurer shall print copies each month and keep them in an appropriate notebook labeled "Treasurer's Cash Book", so that the Chapter would have access to the records should something happen to the Treasurer.
- ❖ The Treasurer shall ensure that members of her/his family or other Chapter member is aware of the storage location and access to Chapter computer financial records.
  - S/he ensures that Chapter computer financial records are labeled carefully in the computer.

### **AUDIT OF RECORDS By-Laws, Sec. 93**

- ❖ The Worthy Matron appoint an Auditing Committee who audits the books of the Secretary and Treasurer each year as soon after December 31<sup>st</sup> as possible.
- ❖ The audit is for the safety of the Treasurer as well as the Chapter.
- ❖ For the Auditing Committee to properly complete their audit, the Treasurer and Secretary must provide:
  - Secretary's and Treasurer's Cash Books.
  - Copies of all receipts received by the Secretary.
  - Copies of all Warrants issued by the WM and Secretary.
  - Bank statements for all checking accounts, monthly or quarterly reports on all Certificates of Deposit and other investments for the year being audited.
  - All voided checks (to ensure that all checks written are accounted for).
  - Minute book (to ensure that money was only disbursed on motion of the Chapter and money withdrawn from other funds was done so on approval of the Chapter.)
  - Ledger book (to ensure that all dues and other assessments were properly recorded.)

### **RECEIVING FUNDS**

- ❖ For the safety of the Chapter as well as the Treasurer, the Treasurer gives the Secretary a receipt each time s/he receives funds from her/him.
- ❖ The Treasurer deposits funds in a timely manner so that members' checks are not left outstanding.

### **DISBURSING FUNDS**

- ❖ The Treasurer ensures she/he receives a warrant signed by the Secretary and the Worthy Matron before disbursing funds. The warrant is the authorization to write a check.
- ❖ Checks sent to the Grand Chapter office are made payable to "Grand Chapter of Nebraska", including those given at the Area Visitations, for either of the two homes and those for any charity or project.
  - A gray contribution form is sent with each check mailed to the Grand Chapter for memorials, honorariums and other donations.

### **NOTE: Nebraska Grand Chapter recommends:**

**Two signatures be required on all checks issued by the Chapter.  
Two signatures be required on all Certificates of Deposit, Checking  
Accounts, and other Investments.**