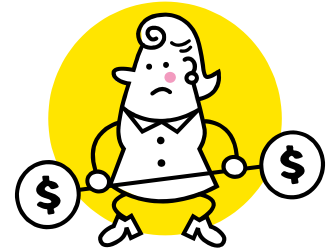




The Treasurer

Your job as Treasurer: As Treasurer, you are responsible for the financial records of the Branch. You must report the financial transactions of the Branch. This report should be made monthly.

The purpose of financial reporting is to make sure that any decisions that need to be made can take into consideration accurate and up-to-date financial data. You, as Treasurer, will present the Treasurer's report orally at each meeting. Keep this oral report brief and succinct. All that need be stated is the opening balance this month (or quarter or other period), the total income, the total expenses and the ending balance the month. You also present a yearly report at the annual meeting.



As Treasurer, you:

Before the meeting

- Pay the bills approved at the previous meeting
- Balance the amount of money on hand from the last meeting
- Itemize and total the receipts
- Itemize and total the expenses
- Keep an accurate, neat and permanent record of all receipts and expenses
- Keep a record of the Members showing dues paid

During the meeting

- Present the monthly report of the receipts and expenses
- Present the audited statement of funds at the Annual Meeting
- Pay all bills as voted for payment by the Branch
- Collect the dues at one of the meetings

Your WI Branch Bank Account

- Each WI Branch will decide if they will have one or two signing officers for the cheques.
- Make sure that all cheques written in the name of the Branch have the appropriate signatures. Usually the President and the Treasurer co-sign the cheques.
- Keep cancelled cheques from bank to use as a record of cheques written if the bank returns them. A chequebook that has stubs could also be used to help keep accurate records.
- Make out receipts for all money received.
- If the Branch has a large amount of money, the Members may decide to transfer some of it into an investment account and keep the rest in the chequing account.
- A petty cash fund may be set up for the purpose of any small cash bills to be paid directly from this fund. (optional)
- All accounts should be audited before the Branch Annual Meeting. A designated person reviews the books at the end of each year to ensure that the records are accurate (audit). Members of the Branch may be designated auditors.

It is very important to keep all records up to date to ensure that deposits and payments are accurate.