**Organizational Tips for Treasurers**

As a volunteer treasurer for a non-profit organization, it is not enough to be honest,

you must also appear to be honest.

Follow these basic tips to protect all individuals in your organization:

O Always have at least 2 people count money.

O Use a standard counting sheet that both counter sign.

O Reconcile the amount taken in with the amount banked (if you had 12 members sign up, and each membership is $10, you should have $120 to deposit).

O Give receipts for money received (this can be a copy of the counting sheet).

O Require 2 signers on each check.

O Keep all voided checks (or ask for check images from your bank)

O Don’t pay for anything with cash.

O Ensure that a board member that is a signer on the account verifies bank statements against the treasurer’s report every month and have the person sign the statement to show that they have done this.

Create a paper trail for clarification in case questions arise at a later date:

O Use duplicate bank deposit books (these have a carbonless copy of your deposit slip that stays in the book).

O Identify each deposit slip with the activity for which it was received.

O Record every check by name on the deposit slip.

O Photocopy all checks you receive as payment.

O Use duplicate checks for all the checks you write.

O Design and use a standard Check Request Form for every check.

Organize your information for efficiency:

O Use a 3-ring binder with monthly dividers.

O Have a plastic sheet protector for each month to put all the odd things you receive (like the notice from the bank about and NSF check) that you don’t want to throw out but you don’t know what to do with.

O Store Check Request Forms with the receipt attached in check number order by month (hint: use tape to attach the receipt to the back of the Check Request Form – all those staples in the top left corner really jam up your binder).

O Ensure that every check written has a Check Request Form.

O Store voided checks in check number order or in that plastic sheet protector.

O Store bank statements and reconciliations.

O Store the Treasurer’s Report for each month

Organizational tip: Work from the bottom up. If your financial year runs from January to December, put the plastic sheet protector in the binder on the right side; then check #1, check #2, etc. for the month; then your reports; then the divider tab that says January. Then do February. Your current month will always be the one on top. Usually, recent items are the ones you need to access most frequently, and they will be quick and easy to find.