



SERVING AUXILIANS AND VOLUNTEERS IN HEALTH CARE

HCAM Treasurer's Procedures

1. Use Quicken software to keep accurate records of all deposits and payments.
2. Checking, saving and money market accounts are at Wells Fargo bank and are set up so I can download banking details via the Internet to up-date the Quicken accounts on my computer.
3. Run accounts summaries at least monthly to check for errors and omissions.
4. Pay all approved bills and expense form requests when received or at least weekly.
5. Make all bank deposits as soon as possible.
6. Keep a file of all deposits and payments.
7. Notes are posted on the deposit slips so I know the source of the funds.
8. A next year budget should be prepared for the June board of directors meeting
9. A non-profit registration should be submitted to the MN Sec. of State once per year. This can be done on line.
10. New signature forms must be done at the bank when ever a change is made in the board positions of Treasurer and or Assistant Treasurer
11. A new treasurer selection should be completed prior to the Annual meeting.
12. Preparation for the annual audit should be started in December with the collection of requested material and delivered / mailed to the auditor by Jan.15 of each year.
13. Copies of the auditor's report should be sent to the HCAM president, historian, the permanent file at the MHA office and one copy kept in the treasurer's files.
14. Copies of all other important federal / state documents should be filed in the permanent record file at MHA.
15. Send a copy of the year-end banking summary to the president and the past president.
16. Work with PayPal on credit card charges for dues and registration.

Phil Ruggiero

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