

ASC Treasury Procedure Overview



Area Procedure:

Appointed ASC Treasurer and Vice Treasurer should arrive at ASC at least 15 minutes prior to start time, to allow enough time to set up and prepare for business proceedings.

Prior to start of area, have the following prepared: (1) Subcommittee Rent Sheet, (2) Treasury Count Sheet, (3) A Laptop with Area Treasury Report for the Current Month Updated and Ready to Go.

Upon start of business:

1. Verification & Count of Group Donation/Literature Order Forms.

GSR/Alt. GSR for home groups will bring their literature order forms and cash to treasury to be checked, verified and recorded.

- Ensure that totals are correct and add up to a whole number (we do not take change).
- Ensure that the Literature Order form is completely filled out with Home Group Name, and Trusted Servants
- Verify the count of cash *It is VERY easy to miscount the bills, so do one home group at a time and have your Vice Treasurer double check your count before moving on.
- Record the numbers respectively on both the hard copy and electronic copy of the Treasury Count for each home group.

*ALL Individual Literature Orders must be recorded.

*ALL Literature Orders for Subcommittees must be recorded under the NOTES section of the ASC Treasury Report because no funds will be accounted for.

- Submit Verified Literature Order Forms to the Literature Committee for completion

ATTEMPT TO FINALIZE ALL GROUP DONATIONS/ORDERS BY GROUP REPORTS SECTION OF AREA BUSINESS (Approximately 4:30)

-Last Call for Literature Orders-

2. Money Count Down.

Count total number of each type of bill (1s, 5s, 10s, 20s, 50s, 100s) and record on Treasury Count Sheet. Have Vice Treasurer double check your counts. Treasurer and Vice Treasurer must sign off on counts.

3. Record total deposit number in General Fund Checkbook Ledger

4. Take Money Motions, Record Amounts on Treasury Count Sheet Ledger — indicate Account (General Fund/Unity), Submit Money Motions to the ASC Chair.

5. ASC Chair will bring you the mail. Open all bills and bank statements.

6. ALL area expenses are paid from the General Fund. Write checks out to pay bills from General Fund Checkbook. o Record all amounts on Treasury Count Sheet Ledger — include the account (General Fund) and check number.

o Record information in the electronic checkbook ledger, within your ASC treasury spreadsheet.

7. Write checks for to cover money motions passed at ASC (Money motions are generally voted on in the beginning of new business). *Money motions can come from either the General Fund or the Unity Account. Please be mindful of which account you are working.

o Record all amounts on Treasury Count Sheet Ledger — include the account and check number.

o Record information in the respective electronic checkbook ledger (General Fund/Unity), within your ASC treasury spreadsheet.

8. Dispense Checks.
9. At ASC, the Unity Treasurer should provide you with updated Unity account ledgers. The Unity subcommittee funds are divided into 2 ledgers that are maintained by the Unity Treasurer: 1 for the Pig Roast, and 1 for Unity Activities. ASC Treasurer is responsible for:
 - Updating /entering information into respective ledgers in ASC treasury spreadsheet.
 - Updating Activities and Unity Reserve numbers on ASC Treasury Report. These numbers should reflect the balances at the end of area business.

Deposit money in bank by the next business day (as per ASC Policy).

Reconciliation Procedure:

To start reconciliation, have the following prepared: (1) Current Months Bank Statements for General Fund and Unity Accounts (2) Previous Months Bank Statements for General Fund and Unity Accounts (3) A Laptop with Area Treasury Report for the Current Month.

1. Account for Accrued Interest.
 - o Interest accrued throughout the month will be located on the front of your bank statements. Record amounts in respective electronic checkbook ledgers (General Fund Checkbook & Unity). Include dates.
 - o Combine the interest from both bank account statements and record the total on your Area Treasury Report.

From this point forward:

*Please be mindful of which account you are working out of

2. On the front of your bank statement, you will find all of the checks that have been cashed throughout the month. They will be listed by check number and contain amounts. As you verify each amount, indicate completion by:
 - Highlighting each on the bank statement
 - Marking each with an "X" as you go through your respective electronic checkbook ledger.
 - If any of the checks cashed were previously outstanding, they will also be found on the back of the previous month's bank statement in the reconciliation workbook. Please be sure to highlight them in this location in addition to the ledger and current month's statement.
3. Repeat the same process for any deposits made. [As you verify each amount, indicate completion by highlighting each on the bank statement and marking each with an "X" as you go through your electronic checkbook ledger.]

If you need additional instruction on the next five steps, there are extensive directions located on the back of your bank statement.

4. Transfer "Ending Statement Balance" from the front of the bank statement to the workbook on the back (right column).
5. Carry over any remaining outstanding checks from previous month's statement reconciliation workbook. Using your electronic checkbook ledger, also record any outstanding checks from the current month (left column). Total the outstanding checks, and move them into the right column.
6. If for some reason, there is an outstanding deposit, record it in the right column.
7. Perform required math to reach ending balance (add outstanding deposits & subtract outstanding checks). This number should match the ending balance of your electronic checkbook ledger. *NOTE: Match to end date of statement. Because we are always working a month behind, your ledger will be advanced by one month.
8. When number matches, highlight & underline balance in electronic checkbook ledger to indicate that account has been reconciled.
9. REPEAT: for second account.
10. Record TOTAL (combination of both accounts) outstanding checks on your Area Treasury Report.
11. Combine both ending balances from the monthly reconciliations (found on ledger or reconciliation workbook). The sum of both should match the ending balance on your Area Treasury Report.

12. Highlight, initial and date the ending balance on the back of the statement (monthly reconciliation workbook).

TROUBLESHOOTING:

If Balances do not match here are some things you can try to find the error: double check the amounts keyed electronically for group donations, literature orders and checks written, double check outstanding checks and deposits recorded in ledgers— typing errors happen all the time; if you are off a certain amount, look in your checkbook and make sure you didn't forget to record a check electronically