

**Beacon of Light Foundation
Treasurers/ Financial Procedures**

Responsibilities:

- Maintenance of the Check book and accounting on Quick Books**
- Paying of all bills**
- Deposit of all monies**
- Maintaining compliance for Local, State and federal agencies including completing and filing all necessary government regulated forms**
- Grant accounting and necessary financial reporting of such**
- Sales Tax Computation**
- Inventory of CD's and reconciliation**
- Maintenance of Robe Deposits and Robes**
- Monthly Bank Reconciliation**
- Monthly Financial Reporting**
- Maintenance of all historical financial records**
- Maintain Insurance**
- Maintain Petty Cash**
- Assure cash availability at special events and then deposit funds after the event.**
- Maintain mailing list and submit to printer and other as necessary**
- Maintain Choir Membership list**
- Complete all necessary GMWA Forms and coordinate necessary paperwork for GMWA events with the Chapter Representative and GMWA**

The treasurer and executive director can sign on the bank account. No expenditures over \$100 can be spent without permission from the Board of Directors. All monies collected for monthly dues and chapter dues are done by the Business Manager summarized and then given to the Treasurer for deposit. All checks received will be copied and attached to a summary deposit ticket.

At special events the Treasurer will provide the cashier with the necessary seed money. The cashier should tally all funds and give an accounting to both the Treasurer and Business Manager. Treasurer will record all monies received and make deposits. All checks received will be copies and attached to a deposit summary report.

All bank statements are to be opened by the President of the Board reviewed and then given to the Treasurer – unless the treasurer is not the person receiving the mail then the person receiving the mail can verify the bank statement before going to the Treasurer.