

Treasurer Monthly Guidelines

Area 92 Treasurer

Rev 3/17/2020

JANUARY

January 5: Register and secure the hotel reservation for Delegate to attend PRAASA

January 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account

January 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

January 5: Renew Grapevine/La Viña through GSO for corrections.

January 15: Seed money \$300 to July Quarterly Host District committee.

January 15: Pay the current suggested minimum for the Area Delegate to attend the General Service Conference (or more when additional funds are available per the Handbook). The Treasurer will receive a letter of instructions from GSO regarding payment (usually the second week in January)

January 15: Call and add money to the mail accounts using WSEA 92 debit card. Expense is for postage of forwarded mail from the UPS Store to the Alt. Treasurer and WSEA92 Corrections Chair (E Sprague)
(1314 S Grand Blvd STE 2 Box 103)

January 15: Renew both mailbox rentals, if needed

January 15 (or at the January Quarterly meeting): Contact each elected and appointed trusted servant to verify if he or she will need a hotel room at the Spring Pre-Conference Assembly (usually held in April)

January 15: Register the Area 92 Committee (Elected and Appointed) for the Pre-Conference Assembly. Make hotel registration arrangements and sign a credit card authorization form for the hotel and request form be sent by email to the Area Treasurer. Be prepared to provide the full name of each elected and appointed trusted servant so the booking clerk can develop a room assignment roster. The completed credit card authorization form will help ensure accurate and quick check-in for each trusted servant

January 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

January 15: Prepare for March financial audit.

FEBRUARY

February 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

February 5: Call both mailbox companies (Downtown and E. Sprague locations) to make sure we have postage on the books; if not add with the WSEA 92 debit card

February 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

February 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

MARCH

March 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

March 5: Call both mailbox companies (Downtown and E. Sprague Locations) to make sure we have postage on the books; if not add with the WSEA 92 debit card.

March 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

March 15: Call hotel and cancel reservation for any trusted servants that will not need a hotel room at Pre-Conference Assembly (usually held in April).

March 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

March 15: Call the liability insurance company to secure liability insurance rider (extended coverage of existing policy) for the Pre-Conference Assembly.

April

April 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

April 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

April 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

April 15 (or at the April Spring Pre-Conference): Contact each elected and appointed trusted servant to verify if he or she will need a hotel room at the July Quarterly.

April 15: Register and secure hotel registration for the Delegate and Area Chair to attend PNC.

April 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

April 15: Register Area 92 Committee (Elected and Appointed) for the July Quarterly; make hotel registration and sign the credit card authorization for the hotel so that WSEA 92 Elected and Appointed Officers can check in without a hold on personal credit/debit card. Be prepared to provide the full name of each elected and appointed trusted servant so the booking clerk can develop a room assignment roster. The completed credit card authorization form will help ensure accurate and quick check in for each trusted servant on the room assignment roster.

April 15: \$1000 seed money to October Assembly Host District (committee)

April 20: Coordinate with the Area Chair for registration, hotel, and airfare for Pacific Regional Trustee to attend our Election Assembly

April 20: Coordinate with Area Archivist for registration, hotel and airfare or mileage not to exceed \$750 to attend National Archives Workshop (**attends 1 during 4-year rotation**)

April 20: Coordinate with the Corrections Chair for registration, hotel ,and airfare to attend the National Corrections Workshop (attends 1 during 2-year rotation)

April 20: Local Forum registration for Delegate. Purchase the airline ticket or reimburse mileage in advance if the Delegate is driving to the Local Forum.

May

May 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

May 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

May 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

May 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

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June

June 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

June 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

June 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

June 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

June 15: Payment to Liability Insurance Company (must be paid early to get July Quarterly insurance extender on time)

June 15: Call hotel and cancel reservation for any trusted servants that will not need a hotel room at the July Quarterly.

June 15: Call the liability insurance company to secure liability insurance rider (extended coverage of existing policy) for the July Quarterly.

July

July 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

July 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

July 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

July 15 (or at the July Quarterly meeting): Contact each elected and appointed trusted servant to verify if he or she will need a hotel room at the October Assembly.

July 15: Reserve hotel rooms for WSEA 92 Elected and Appointed Officers for the October Assembly; sign credit card authorization for the hotel so that the WSEA 92 Elected and Appointed Officers can check in without a hold on personal credit/debit card. Be prepared to provide the full name of each elected and appointed trusted servant so the booking clerk can develop a room assignment roster. The completed credit card authorization form will help ensure accurate and quick check in for each trusted servant on the room assignment roster.

July 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

July 15: \$300 seed money to January Quarterly host district (committee)

August

August 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

August 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

August 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

August 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

September

September 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

September 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

September 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

September 15: Call hotel and cancel reservation for any trusted servants that will not need a hotel room at the October Assembly.

September 15: Call the Alternate Treasurer to discuss WSEA 92 finances (income and expenditures calculated at each fiscal month end).

September 15: Check with the WSEA 92 Chairperson for any last-minute items related to the October Assembly, such as PRT airfare and hotel, additional financial considerations, etc.

September 15: Call the liability insurance company to secure liability insurance rider (extended coverage of existing policy) for the October Assembly.

September 15-30: Call the Alternate Treasurer and Finance Committee to confirm their attendance at the September Standing Committee Workshop for annual financial review in preparation of the yearly budget. The finalized WSEA 92 fiscal budget for the new year will be presented to the body at the October Assembly.

October

October 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

October 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

October 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

October 15 (or at the October Assembly): Contact each elected and appointed trusted servant to confirm if he or she will need a room. Call hotel and cancel reservation for a trusted servant that does not want or need a hotel room at the January Quarterly.

October 15: Seed money \$1000 to April Pre-Conference Assembly Host District committee

October 15: Reserve hotel rooms for WSEA 92 Elected and Appointed Officers for the January Quarterly; sign credit card authorization for the hotel so that the WSEA 92 Elected and Appointed Officers can check in without a hold on personal credit/debit card. Be prepared to provide the full name of each elected and appointed trusted servant so the booking clerk can develop a room assignment roster. The completed credit card authorization form will help ensure accurate and quick check in for each trusted servant on the room assignment roster.

November

November 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

November 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

November 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

December

December 5: Archives storage unit is paid monthly, with automatic debit from the WSEA checking account.

December 5: Check with the post office box companies for additional postage if needed (some months mail volume being forwarded is more than other months; generally speaking, \$100 on both accounts should last at least 2 months but check to be sure).

December 5: Deadline to coordinate with Newsletter Editor to provide necessary funds for newsletter printing, postage and office supplies

December 15: Call the liability insurance company to secure liability insurance rider (extended coverage of existing policy) for the January Quarterly.

December of election year: After the Standing Committee Workshop, the incoming and outgoing Treasurers and their Alternates, along with the incoming and outgoing secretaries, will go to the bank utilized by WSEA 92 and have the signatories changed. Remember to bring the Area minutes noting the election of new officers (full names) and official pictured ID and secondary ID eg. credit card

December of election year: After the Standing Committee Workshop, the incoming and outgoing Treasurers will have the signatories changed for the current Area Archives storage facility

December of election year: After the Standing Committee Workshop, the incoming and outgoing Treasurers will have the signatories changed for both UPS stores and have the addresses of the following: incoming Alt. Treasurer, Corrections Chair, and Corrections Bridge the Gap Chair.

Audit

The books of the treasurer should be audited annually prior to the treasurer's annual report. Small organizations unable to incur the expense of an auditing firm may appoint an auditing committee of its members to review the books. A notation is made in the ledger to show that the books have been audited.

"Audited, (date), (signature of the chairman)"

An audit report is prepared to reflect the findings and recommendations of the committee. If no irregularities are found, the report states: "The books of (name of organization) were audited and found correct." The report is dated and signed by the chairman and all of the members of the committee.

The treasurer is responsible for the preparation of a budget, which is an itemized summary of anticipated income and expenses of the upcoming fiscal or administrative year. The budget is prepared based on experience and facts as recorded in the financial records. Works closely with the finance team during the year to look ahead for budget needs, especially unexpected budget needs.