**Cash Balance**

The first report is a running cash balance (cash balance). It shows every deposit and every withdrawal during the 1st Quarter. It also shows the reporting code for every transaction as they appear on the quarterly and annual reports. The second report is an example of a quarterly report. The final report is a bank statement and the reconciliation form that is included with every monthly bank statement provided by your bank.

When a deposit is made or a check written, it is entered in the cash report so the Conference knows exactly their cash position every day. It helps if the Treasurer knows how to use excel, Google Docs or one of the other computer programs. They add the information for you and help you avoid math errors.

It also helps if the bank allows you to access your bank account at will. It is a really good practice to look at your bank account at least twice a week. You can catch errors right away. Banks are not perfect. Today you have to be careful that somebody has not compromised your account. If that happens, you will be required to report the compromise and open a new bank account. The bank is going to refund the money, but it takes extra time to get the new account set up and operating.

The cash report example has almost every type of transaction that are shown of the quarterly and annual report forms. It is simply a record of every deposit and expenditure. If you look at the far-right column, you see the date that the bank statement reconciliation agreed with the cash report. To the left of that column is the item code that appear on the quarterly and annual reports. The cash report sample shows a complete quarter and agrees with the quarterly report. You can continue the report for the entire year with quarterly summaries. The example of the bank statement from the Bank Down the Street covers the month of October. The statement shows the deposit of two checks received on October 1st of $3,000.00 ($2,800 and $200). The bank statement also shows that 4 of the 6 checks written cleared the bank and appeared on the October bank statement. The last example is the very important reconciliation. The Treasurer should complete this page every month. On line A – enter the ending balance reported **by the bank.** It is rare that a deposit is missing on the statement. Your next step is to look for checks that appear on your cash report, but are not on the bank statement. On the right side you see the two checks that did not appear on the bank statement, but they were written in October. When you subtract the $528.00, the total agrees with the cash report at the end of October. If the cash report is maintained daily and you reconcile the bank statement, you are ready to move on to the following month and repeat the same process. I think you see that if you stay organized and on top of the transactions, it is a very easy and important job. The Conference Presidents should review the report with the Treasurer before it is sent to the District office.

Some of the errors that are found on reports over the years.

1. At the year end (September 30th) you accrued (included) outstanding checks in your expenses. We see reports that start the next year with the ending bank balance instead of the ending report balance. You have to remember not to include the accrued expenses again in the new year.

2. The reports show receipts and expenses that do not agree with the information contained in the bank statements. The report may be correct but a reconciliation showing the reasons for the difference is not enclosed.

3 The reports do not add up. Sometimes you can see that it was a transposition causing the error. Look at the report before you send it. Check the addition one last time.

4. Read the report and only enter the information it is asking for. Especially

 Total Receipts (1 thru5E). It asks for the total of those deposits, not the total of those receipts and the beginning balance.

5. Confused on how to handle a voided check. Since it was outstanding and did not appear on the bank statement, it is a cash report problem and has nothing to do with the bank. On the cash report example, you see check number 1218 was voided. You add the money back in the cash report and if asked, a replacement check is written. Some Conferences add the check total as a deposit and then expenses it again. That is incorrect. You have to ask; did it go back into the bank? Since it did not, then is just an internal transaction that did reduce your balance so you have to add the funds back to correct your running cash balance.

Hopefully you see all that is required: Stay organized, set up procedures that you want the conference to follow concerning issuing checks, maintain the cash control, check your bank balance twice a week and reconcile your bank statement every month.