**Conference Presidents and Treasurers**

District has worked with Conference Presidents and Treasurer for many years with the goal of receiving quarterly and annual reports on time and accurately prepared. What skills does it take to be a Conference Treasurer has been a topic of discussion? You do not have to be a Certified CPA. If a member reconciles his or her personal account they are more than qualified.

We are attaching examples of a few reports that will show you how to provide the controls needed to maintain the Conference finances and provide the reports required each quarter and annually. 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.

**NEW SEATTLE SYSTEM**

For those of you that use the New Seattle System. We applaud you for making that choice.

For those of you that are not familiar with the system, we are including

examples of many of the reports the system can provide.. Try it, you will find it so much easier than a manual system. It adds all of entries and helps to avoid math errors.

The first report is a summary of the files that are available on the system.

The second report is the MAIN PAGE.

The top section lists the following reports. Active File, Browse/Find/Add Clients and the file to record hours Volunteered and Miles driven. The active file shows the open files that are not completed yet. The Browse/Find/Add Clients is a very important file because it contains all of your current Neighbors information and allows you to add new ones. A copy of the Add New Client report is attached. A copy of the report titled Record Assistance is attached. It is used to keep your Neighbors file current. A copy of the report titled Record a New Request is attached.. When the request is completed, all of the information is automatically added to the Neighbors file.

The third report on the Main Page is used to record hours volunteered and miles driven.

In the middle of the Maim Page lists all of the other Reports available.

**Assistance given** – list of help provided. The information is available for the period of: this week, this month, this quarter, this fiscal year or last week, last quarter, last fiscal year and custom dates. A quick way to review a day, week, month, quarter or year.

**Member Roster** – list of all of your members.

It contains the name, phone(s), email, address and languages.

**Hours and Miles Detail.**

This file summaries the information entered on the third report by date, event type, duration, number of volunteers, volunteer hours and miles driven. This information is needed for your annual report.

**Frequent Callers/Pledge Totals by Client**

This report allows you to select the criteria: such as since a certain year, address beginning with or help on more than one occasion.

**A copy of the SVDP Report is attached.**

It contains all of the financial assistance pledged and the in kind assistance results that you will need for your annual report. The information is available for this week, this month, this quarter, this fiscal year or last week, last quarter, last fiscal year and custom dates.

**Membership Summary Report**

Provides the membership information concerning the ethnic grouping for your membership that is required on the quarterly and annual report.

**Hours & Miles Summary Report**

Shows the following:

Event category

Total duration in hours and minutes

Total Volunteer hours

Total Miles driven

This information is also needed for the annual report.

**Bednights, SFH Report (Part A) and SFH Report (part B)**

The description of these reports is contained in the first report.

**More>>**

It takes you back to the reports page showing all of the information contained in the system.

You notice that were skipped over the Treasurer’s report section so we will get into that section now.

The first report you see when you select Treasury page is titled Treasury Pages. You will see the heading Accounts. You will enter the name you want for your account and the bank name. The balance will be zero until you start entering the deposits and expenses. Select add account to enter the account name and bank name.

If you have been using the old system for months or years but you never used the bank reconciliation feature, you will need to prepare a new payment entry in the old account equal to the final balance you are transferring. That will result in the old account showing a zero balance. It may be less than the ending bank balance if you included accrued checks. In the new account, you will enter the ending bank balance and the accrued checks so you will end up with the same balances. Please refer to attached Treasury Pages to see how it will appear when you post both the old and new account entries.

When that step is complete, the account or new name will appear. Tap on the account name you selected and the Account Register report will appear. Below the name are four rectangle boxes titled New Payment, New Deposit, Account List and Reconcile.

If you are an established conference and have an account balance at September 30, 2020., you need to follow this tutorial. The first entry will be a New Deposit entry showing a direct deposit in the amount of the beginning balance at 10/1/20**. This is your current bank balance**. If your ending balance included accrued checks that cleared in October then they have to be added as a New Payment. Look at the Account Register. It contains a voided check for $125.00 that was outstanding at 09/30/20.

You can then enter the balance of the deposits saving the entries as you proceed.

New Deposits:

You will be asked for the Type – enter. It will show ATM/counter deposit or Direct Deposit. Following across the form you enter the date, source, amount and a message if you want to capture a special message.

Then you are asked for the category. The categories are the same that appear on the quarterly and annual report.

1. – Member

2. – Church

3. – Fund Raising**. Income codes**

4. – Other SVdP

5. – Other Income

6. – Client Aid

7. – Housing Aid.

8. – Disaster

9. – Twinning **Expense codes**

10. – Dues

11. – Contribution to Council

12. – Operating Expense

13. -= Other Expense

You then save the entry. Continue to add all of the deposits saving as you proceed..

To enter the checks and other expenses, you select New Payment. Type is either a check, direct payment or withdrawal. It is asking for the check number, date, payee, amount and memo (if needed). It is asking for category. They are the same as the ones shown above in New Deposits.

The next section is used to record a voucher and the payment. It is asking for the number, date, client, payee, Authority (Auth) pay. Always save the entry.

You are in the process of recording all of the deposits and expenses for

October, 2020. All the entries will start to appear of the Account Register.

Check the balance on the Account Register, it should be the same as your manual record.

When you are finished entering the deposits and expenses, you are ready to reconcile the system to your October bank statement. Go back to Treasury page tap the account name to open the Account Register. It will appear with all of your deposit and expense entries and a balance at the end of October. Go to the rectangle box titled Reconcile.

A copy of the reconciliation report is attached.

The report asks for:

Previous statement balance – since you are reconciling the month of October, you will enter the beginning balance as of October 1st.

Looking at your bank statement, you enter the cleared transactions -Plus’s

then the Deposits and other credits shown on the statement.

That will give you the current statement balance.

To the right, you will enter the Uncleared Transactions. Enter any

checks that were issued in October but did not appear on the October bank statement. When you are satisfied that the reconciliation is correct because it agrees with the balance shown on your Account Register Report, save the reconciliation and you are ready to start November using the same procedure.

The last report is titled Treasurer’s Report.

A complete income and expense report that can be submitted quarterly or annually instead of preparing the National report. You can open it by going to the Treasury Pages and under Reports appears – Treasurer’s Report. Tap on the report title and it will open the Treasurer’s Report.

The only way to get comfortable with the system is to use it. Remember the District is paying for the first year and every year after that. it is money well spent for the conference. A complete history of all of the services provided by the conference for every Neighbor and a financial history to pass on to future conference officers and members. Try it You’ll Like It.

Help is available from so many conferences that are already using it and all you have to do is ask and you will be helped.