

Treasurer Procedure

- **Financial Status Report**
 - Fill out top portion of sheet.
 - NAME OF HOUSE
 - WEEK OF:
 - NUMBER OF WEEKLY REPORT
 - Enter CASH IN BANK START OF THIS WEEK (ending balance from previous week)
 - Enter any money received during the week.
 - Enter any expenditures during the week. (include check number)
 - At end of week, add TOTAL MONEY RECEIVED to CASH START and then subtract TOTAL MONEY PAID OUT.
 - Enter total as BALANCE IN CHECKING.
 - Enter BALANCE IN SAVINGS START OF THIS WEEK (ending balance from previous week.) *Don't forget to check for interest
 - Enter any deposits to savings during the week
 - Enter withdrawals from savings during the week.
 - At end of week, add TOTAL DEPOSITED TO SAVINGS to SAVINGS START and then subtract TOTAL WITHDRAWALS FROM SAVINGS.
 - Enter total as BALANCE IN SAVINGS
 - Enter PETTY CASH STARTING BALANCE (ending balance from previous week)
 - Enter any withdrawals for petty cash as PAID IN THIS WEEK.
 - Enter any spending with petty cash as PAID OUT THIS WEEK.
 - At end of week, get with Comptroller and add PAID IN THIS WEEK to STARTING BALANCE and then subtract PAID OUT THIS WEEK.
 - Enter total as ENDING BALANCE
 - Enter any BILLS TO BE PAID with due dates, purpose, and total amount due.

- **Business Meeting**
 - Report of financial status
 - Give CASH IN BANK START OF WEEK
 - Give TOTAL MONEY RECEIVED
 - Give TOTAL MONEY PAID OUT. (Read verbally day check was written, to whom paid, check number, and the amount.)
 - Give BALANCE IN CHECKING
 - Give BALANCE IN SAVINGS. (Read verbally any deposits and withdrawals.)
 - Give PETTY CASH ENDING BALANCE
 - Read verbally BILLS TO BE PAID
 - Bills that need to be paid should be voted on at this time.
 - Checks should be filled out and signed before the end of the meeting.