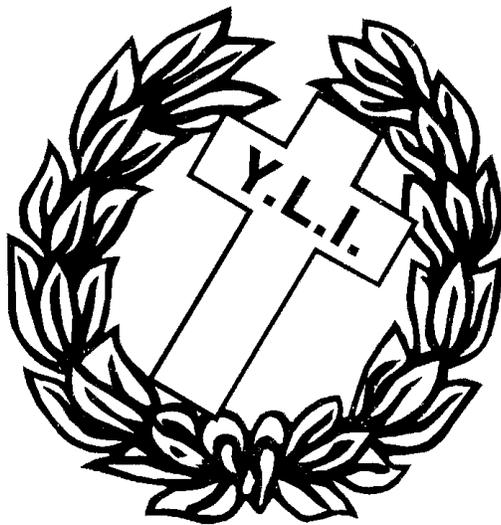


# YOUNG LADIES' GRAND INSTITUTE



## INSTRUCTIONS *for* TREASURER

YLI Form 022

(REVISED MARCH 5, 2022)

## INSTRUCTIONS FOR TREASURER

1. Treasurer shall familiarize herself with the duties of her office as set forth In the Subordinate Institute Constitution, Article VI, Section 6.
2. She shall keep her books neatly and in strict accordance with the Rules of the Order. The record of Receipts and Disbursements shall be balanced immediately after each meeting and at the end of the quarter; an accounts analysis and report of monies rendered shall be prepared prior to examination by the Board of Trustees and the compilation of the Quarterly Report. It should be either on a separate page or down several lines to separate it from the quarter. (See an example of Quarterly Analysis Proof)
3. All money received, shall be deposited into the checking account within five days after the meeting. The Treasurer shall obtain two duplicated deposit slips in such bank(s) as may be designated by the Institute to the name of Young Ladies' Grand Institute No. \_\_\_\_\_, Name \_\_\_\_\_. (One bank-stamped duplicate deposit slip shall be given to the Recording Secretary prior to the start of the next business meeting). Every record of deposit in the bank book or on the deposit slip must agree exactly with the total receipts of that meeting. The actual date of deposit, not the meeting date, is entered in the checkbook.
4. Deposits may be made between meetings. Duplicate deposit slips are given to the Financial Secretary at the next regular meeting to be part of her meeting receipts. Motion to accept the money should also include the amount and the date of deposit. After the motions to accept the Duplicate Deposit Slip are made, the slip is given back to the Treasurer to include with her report to the Recording Secretary at the next meeting.
5. Should a member's check be returned by the bank, the Treasurer shall immediately notify the Financial Secretary and Recording Secretary. Treasurer shall contact the member and inform her of the bank fees for the returned check and the total amount to be paid to clear the returned check. When the amount of the check is made good, she shall again notify the secretaries. The returned check is not entered in the books until there is a motion at the meeting to debit the account if the returned check is still outstanding. If the Treasurer has secured the monies for the returned check prior to the next meeting, then she will move to accept the bank fee and receive the bank fee from the member. If the monies are not recovered before the meeting, the motion would include the check amount and the bank fee incurred.
6. All checks should be dated as of the date of the meeting. However, if bills cannot be paid when so ordered (i.e., due to lack of funds in the Checking Account or absence of Treasurer at the meeting), the checks should be dated when the same are issued and a notation made as to the date ordered paid. If there are two or more bills for the same person, one check should be drawn if possible.
7. Treasurer shall pay out money of the Institute **ONLY** as authorized by the Warrant Slip signed by the President and Recording Secretary.

8. Treasurer may write a check omitted from the Warrant Slip. She shall do a separate entry after the meeting totals showing when the check was written and when it was ordered. (see example)
9. When a member's dues or assessments are ordered paid by the Institute, a check shall be drawn payable to the Institute. The amount shall be credited at the next meeting. **A check may NOT be accepted at the same meeting it is ordered drawn.**
10. When dues are to be refunded to the Institute, a motion is needed that the amount be transferred from dues to the particular account desired (i.e. from Member's dues to Golden Jubilee Burse Account). This is recorded both as a receipt and a disbursement.
11. **Transfers** are shown after the working business of the Institute. It is a book entry and does not affect the totals for disbursements or receipts. It is simply moving money within the Institute Fund; however, it is accounted for on the quarterly report as a receipt or disbursement for audit purposes. There is to be a line for Quarterly Transfers. See the example. (The Trustees will add the transfers to the sections on the quarterly report for the audit.)
12. If an outstanding check of three months is presumed lost, a motion is needed to stop payment, credit the amount, and reissue a new check if needed. This would be both a receipt and a disbursement. If it is not reissued, it would only be listed under Receipts as a voided check.
13. If a check is voided, it is listed under receipts with the check number and to whom it was issued. If the check is to be reissued, it is listed under disbursements. The voided check number that the reissue check replaces should be in the explanation column.
14. All checks to Grand Institute are to be made payable to Young Ladies' Grand Institute or YLGI.
15. The Treasurer shall report to the Institute the amount of interest received from banks and it shall be placed in the Institute Fund by motion under New Business.
16. Nothing is to be recorded in the books until after the meeting when everything has been authorized.
17. If special accounts, such as Welfare Account, are kept in the Institute Fund, the Treasurer shall keep an exact record of such amounts, their receipts, and disbursements, and show the amounts remaining in each account below the summary at the close of each quarter, together with the assets of the Institute. These accounts should be in a separate book, ledger pages, etc.
18. U.S. Government Bonds must be listed on the Quarterly Report –date of purchase, serial number, purchase price, and location of bond(s). Certificate of Deposits must also be listed on the Quarterly Report with the date of purchase and account number.
19. Never use "**White Out**" or write over figures. Line them out with a single line and write new figures in the ledger. All figures are to be in ink.

20. There is no direct deposit to the Savings Account. It has to be either a check from the Checking Account or a transfer if it is in the same bank. Also, it is the same when withdrawing funds from the Savings Account to the Checking Account.
21. The entries for voided checks, interest, etc., in the Ledger Book, should be made **AFTER** the Receipts of the meeting are totaled. Otherwise, the Receipts totals will not equal the receipts shown in the Financial Secretary's books, nor will they equal the deposits. There should be a Receipt and Disbursement total for the meeting. Transfers are also shown after the work of the meeting. See example.
22. If a bank statement shows Interest for the end of a quarter but it has not been accepted by motion at a meeting, it cannot be included in the End of the Quarterly Report.
23. After reconciling the checking account statement, make a note in the checkbook as to the date of when the balance agrees with the Bank Statement's recap.
24. All activities affecting the checking account that do not require a check to be drawn (i.e. bank charges, interest to checking account) should be posted on the check stubs with their proper dates after a motion to accept them is made at a meeting. They should be listed between check stub information.
25. Optional Method: If electronic devices are used, hard copies must be maintained in a binder for seven (7) years.
26. All records are to be kept for seven (7) years.

#### **ITEMS NECESSARY FOR AUDIT OF QUARTERLY REPORT:**

Treasurer's Ledger, Check Book, reconciled bank statements and canceled checks for the quarter and cancelled checks from the previous quarter, list of outstanding checks (also essential for bank reconciliation), and any special account book kept by Treasurer.

Also, any other statements for example savings accounts, CD's, Bonds, etc.

FINANCIAL STATEMENT  
TREASURER'S REPORT

Institute # \_\_\_\_\_ Date \_\_\_\_\_

TOTAL MONIES \$ \_\_\_\_\_

\_\_\_\_\_ Checking \$ \_\_\_\_\_

\_\_\_\_\_ Savings \$ \_\_\_\_\_

ACCOUNTS:

1. Constitution \$ \_\_\_\_\_

2. Charities \$ \_\_\_\_\_

3. GJB \$ \_\_\_\_\_

4. Convention \$ \_\_\_\_\_

5. Grand Officer \$ \_\_\_\_\_

6. Scholarship \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

WORKING ACCOUNT \$ \_\_\_\_\_

Treasurer Copy

FINANCIAL STATEMENT  
TREASURER'S REPORT

Institute # \_\_\_\_\_ Date \_\_\_\_\_

TOTAL MONIES \$ \_\_\_\_\_

\_\_\_\_\_ Checking \$ \_\_\_\_\_

\_\_\_\_\_ Savings \$ \_\_\_\_\_

ACCOUNTS:

1. Constitution \$ \_\_\_\_\_

2. Charities \$ \_\_\_\_\_

3. GJB \$ \_\_\_\_\_

4. Convention \$ \_\_\_\_\_

5. Grand Officer \$ \_\_\_\_\_

6. Scholarship \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

WORKING ACCOUNT \$ \_\_\_\_\_

Recording Secretary Copy

Ck No	Date		To Whom	Explanation	Disbursements	Receipts	Balance	
	2022		Balance Forward				3,500.00	
			Meeting Date April 1, 2022					
	April	1	Initiation Fee			5.00		
			Dues			300.00		
			Golden Jubilee Burse Donation			20.00		
			See's Candy Sales			500.00		
					Sub Total	825.00		
			Interest for the month of February			0.30		
			Voided Check # 34			10.00		
					Total	835.30		
101	April	1	YLI Grand Institute	Supplies	25.00			
102	April	1	John Smith	Seminarian Aide	50.00			
103	April	1	Kelly Green	Luncheon Advance	100.00			
104	April	1	St Thomas Church	Hall Rent	25.00			
105	April	1	Susan White	Replace Check # 34	10.00			
				Sub Total	210.00			
			Bank Charge		35.00			
				Total	245.00		4,090.30	
	May	7	Dues			30.00		
			Bunko			75.00		
			Salad Luncheon			300.00		
					Sub Total	405.00		
			Interest March			0.31		
					Total	405.31		
106	May	7	John Smith	Seminarian Aide	50.00			
107	May	7	Young Ladies' Gr. Institute	Golden Jubilee Burse Donation	1,000.00			
108	May	7	Terry Brown	Stamps	46.00			
109	May	7	Jenny Smith	See's Candy Sales	425.00			
				Total	1,521.00		2,974.61	
				Transfer from Working Account to Charities	100.00	100.00		
				Transfer from Working Account to GJB	50.00	50.00		
			<b>The following entry shows the procedure for Transfer from Savings to Checking when funds are in the same bank.</b>					
	May	7	Transfer from Savings to Checking		1,000.00	1,000.00		
			<b>This entry is a book entry and is below the work of the meeting it requires a motion</b>					
			<b>The following entry shows the procedure for an omission from the Warrant Slip.</b>					
110	May	2 5	As of 4/1 Susie Jones Supplies for Grand President's Visit		35.00		2,839.31	

			<b>If you need a check ordered drawn from Savings to Checking or vice versa, then one meeting will show the check in disbursements and the next will show the receipt. The same happens when a motion is made to pay a member's dues or assessments.</b>			
	June	8	Golden Jubilee Burse Donation			10.00
			Luncheon			20.00
				Subtotal		30.00
			Interest for April			0.30
				Total		30.30
111	June	8	Right to Life		500.00	
112	June	8	St Patrick's Church	Mass for Smith	10.00	
				Total	510.00	2,359.61
			End of Quarter Analysis			
			Proof:			
			Beginning Balance		3,500.00	
			Received During Quarter		1,270.91	
			Disbursed During Quarter		2,311.00	
			Ending Balance		2,459.91	
			Account Analysis			
			Constitutional Requirement		600.00	
			Golden Jubilee Burse		450.00	
			Charities		300.61	
			Working Account		1,109.30	
				Total	2,459.91	
			Quarterly Transfers		1,150.00	1,150.00
			Checking Account Wells Fargo 123456		1,359.61	
			Savings Wells Fargo 56789		1,100.30	
			<b>The Quarterly Transfers will appear on the Quarterly Report at the bottom of the column in receipts and disbursements and added to the totals for audit purposes. By placing the transfers separately in the ledger book, the transfers are clear to the trustees.</b>			