



Instructions for Treasurer

Duties of the Treasurer

The treasurer has responsibility for maintaining accurate records of chapter funds and for submitting reports on a monthly basis to the Home Office using forms provided by the Society.

The Treasurer's Monthly Cash Account Book or a similar format should be used by the chapter treasurer to record all transactions. Each receipt and disbursement should be entered in either the general fund or special fund column by date and purpose. Maintaining an accurate, up-to-date record in your cash account book will make it easy for you to complete your monthly C-36 Treasurer's Report.

A C-36 Treasurer's Report must be submitted to the Home Office on a monthly basis, regardless of whether a meeting is held or any action is taken on the treasury funds. The C-36 Treasurer's Report should accurately reflect all monetary transactions (receipts and disbursements) of the chapter during the month. The information provided on the back of the Report determines the amount of your chapter's Quarterly Activity Award. After completion of the C-36 Treasurer's Report, one copy should be sent to the National Secretary-Treasurer and one should be kept by the chapter treasurer for reference and for use during the annual audit.

The treasurer should make a regular report to the chapter membership at the monthly business meeting. Along with a verbal report, it is best to distribute a written summary, which the secretary will include in her minutes.

Recording Receipts and Disbursements in your Cash Account Book (See Example)

Begin each month or each new page by entering the balance in each fund and the total of all funds on the first line in the appropriate columns of the Receipts page. It is not required to have any Special Funds.

All money received (for fundraisers, sales, contributions, bank interest, Quarterly Activity Award, etc.) should be listed individually by date on the Receipts page in the appropriate column.

All money disbursed (for donations, expense of fundraisers, meeting expenses, etc.) should be listed individually by date on the Disbursements page in the appropriate column.

To Balance Records in Your Cash Account Book & the C-36 Treasurer's Report

At the close of each month, total the receipts and disbursements of each fund (see example). Subtract the disbursements from the receipts to arrive at the **Balance** of each fund (see example).

The ending Balance will become your beginning balance for the next month.

The amount in "Total All Funds" should match the amount on line 28 of the Treasurer's Report (C-36). It should also agree with the amount on line 33, which is the amount the treasurer reports in all bank accounts and petty cash. Line 33 should also agree with the actual bank statements, after adjustments for transactions which have not yet been recorded by the bank (such as outstanding checks).

Bank Account

Your Woman's Life Insurance Society Chapter should maintain a bank account under the name: *Woman's Life Chapter* _____. The account should carry the signatures of the chapter treasurer and the chapter president. We suggest that the account be set up to require only one signature to transact business.