

## FINANCE INSTRUCTIONS FOR SECRETARIES AND TREASURERS

Section 250 Article VI, #5: The Secretary shall record the proceedings of the Chapter; **collect and receive all money due the Chapter, and pay the same to the Treasurer immediately after the close of the meeting, taking her receipt therefor; keep a correct account between the Chapter and its members;**

Section 250 Article VI, #6 **The Treasurer shall receive all money from the secretary immediately after the close of the meeting, keep a just and regular account thereof,** and pay out the same by direction of the Worthy Matron and consent of the chapter.

Uniform Workbook, page 38 FINANCIAL STATEMENT: This statement includes all monies received between the last meeting and the end of the present meeting. It also includes all warrants that will be used because of bills, motions or contributions which cause payments because of this meeting. You should also write and read warrants for budgeted items, such as rent, budgeted donations, gifts, etc.

**Secretaries:** In order to be in compliance you must:

**Write and give a warrant to the treasurer for all bills.**

**Keep a financial ledger** accounting for all money taken in, given to the treasurer and all warrants written. You may choose the type of ledger you use, but it must include columns for descriptions, money received, warrants written, and totals. This may be done on a computer, but, **YOU MUST PRINT OUT A COPY MONTHLY AND PLACE IT IN A THREE RING BINDER.**

You must read a financial statement at each stated meeting. See Blank form of minutes at the end of the white pages. You must include all accounts, not just checking.

You must have all of the accounts numbers at the bottom of each set of minutes. (You do not read them)

**Treasurers:** In order to be in compliance you must:

**Write a receipt and give it to the secretary for all money given to you.**

**Only write a check if a warrant has been issued.**

**Keep a financial ledger** accounting for all money and warrants received, checks written and paid out. You may choose the type of ledger you use, but it must include columns for money received, warrants, and totals. This may be done on a computer, but, **YOU MUST PRINT OUT A COPY MONTHLY AND PLACE IT IN A THREE RING BINDER.**

**You must sign for the money given to you at each meeting. There is a place for you to sign at the bottom of the minutes.**