Appendix G - Treasurer's Instructions

To do when there is a new treasurer

- Read Financial Operations and Treasurer Duties in the guidelines.
- Change lghg.treasurer@gmail.com password and recovery phone number.
- Change lghg7th@gmail.com password and recovery phone number.
- Change password and phone number for Venmo.
- Change password and phone number for PayPal.
- Change password and phone number for US Bank.
- Verify Notifications are going to lghg.treasurer@gmail.com).
- Get a letter from the Recording Secretary to get new signatories on account and remove outgoing.
- Make an appointment with the bank.
- Train assistant treasurer and provide access to passwords and files on Google drive https://drive.google.com/drive/folders/1VY0hAfZoX953lfvPuGMEnAcCbZ5PToSU?usp=drive_link.

Venmo transfer - Once per week and before close of month

Transfer funds once per week and three days prior to close of the banking month (27th or 28th day).

1. Log in to Venmo.
2. Under the amount available, click Transfer balance.
3. Select 1-3 biz days, select US Bank NA 4156, and click Transfer. Don't select Instant.

PayPal - Once per week and before close of month

Transfer funds once per week and three days prior to close of the banking month (27th or 28th day).

1. Log in to PayPal.
2. May sure US Bank NA is set to 4156.
3. Click Accept the Money.
4. Click Transfer it to bank.
5. Select 1-3 days, select US BANK NA 4156, and click Transfer Now. Do not select In minutes. (If people donate by credit card, there is a delay).

Cash deposits - Three days prior to end of month

- Meet with the Facility Liason the week of the report to get checks or money orders from in-person meeting secretaries.

- Make check or cash deposits three days prior to the end of the month.

Reconciliation: Download Venmo activity - Two days prior to GC

Reconciliation can be done any time after the month ends and statements are available.

1. Log in to Venmo.
2. Go to Statements.
3. Choose month.
4. Download .csv and save as .xls with file name *year_mm*_Venmo.
5. Remove extra columns and keep datetime, type, status, amount, destination, beginning balance.
6. Highlight transfers and beginning balance.
7. Add up the total of the transfers.
8. Check to make sure the beginning balance reflects the transactions since the last transfer. Sometimes transfers don't show in statement but are in the bank.
9. Save spreadsheet as a PDF for the report.

Reconciliation: Download PayPal activity - Two days prior to GC

Reconciliation can be done any time after the month ends and statements are available.

1. Click Activity.
2. Click the download button next to Search.
3. Click All transactions.
4. Click Custom and select Past month.
5. Wait for report.
6. Download report..
7. Save as xls with file name *year_mm*_PayPal.
8. Remove extra columns and keep date, time, type, status, amount.
9. Highlight transfers and add them up.
10. Save spreadsheet as a PDF for the report.

Reconciliation: Check bank account to make sure deposits match - Two days before GC

Reconciliation can be done any time after the month ends and statements are available.

1. Log on to US BANK.
2. Go to Statements.
3. Click Download.
4. Verify Customer Deposits against both deposit slip and receipt (or check for mobile deposit).

5. Verify list of PayPal transactions against statement.
6. Verify list of Venmo transactions against statement.
7. Total the Venmo, PayPal, and mobile deposit amounts to verify it matches **Other Deposits** on the bank statement.
8. If you made in-bank deposits, verify the amount of cash deposits.
9. Verify the check amount against the report for cleared checks.
10. Look at checks paid to check for anything out of sequence.
11. Look for outstanding checks paid from last month.

Final treasurer's report for previous month- Two days before GC

1. In the current workbook, change the title from Preliminary Results to Final Results.
2. Under Income, do the following:
   - Enter total of Venmo and PayPal transactions from bank statement and previously verified from Venmo and PayPal statements.
   - Enter total of cash deposits (in-person bank deposits or mobile deposits).
3. Enter any additional checks written for expenses.
4. Note any expenses for activities.
5. Remove checks that have cleared.
6. Enter the Bank Statement Ending Balance in the worksheet.
7. Check that the report is in balance. The report will be In Balance when the Ending Balance and Adjustments equal the Bank Statement Ending Balance.
8. Create a PDF with the name year_mm_Final_Report.pdf.

Preliminary look forward for current month (transfers, deposits, and expenses so far) - Two days before GC

1. Create a copy of the current month worksheet and move to the end of the workbook.
2. Change the title of the report with month and Preliminary Results.
3. Make sure prior month's ending balance is current month beginning balance.
4. Log on to US Bank and download transactions since the previous month's reporting.
5. Total Venmo deposits so far and enter.
6. Total PayPal transactions so far and enter.
7. Enter cash deposits.
8. Remove checks that have cleared.
9. Enter checks written for expenses and any activities expenses (see After GC).
10. The preliminary report will not be in balance until you have the bank statement and prepare the final report.
11. Create a PDF with the name year_mm_Preliminary_Report.pdf.

Send out report - Two days before GC

1. Make a PDF of the following documents.
- Bank statement with account number redacted.
- Venmo download (with columns removed as instructed above)
- PayPal download (with columns removed as instructed above)
- Sheet for previous month's final report.
- Sheet with preliminary report for current month.
2. Save the files as follows:
- 2024_03_Final_Report - Balanced and final report for the previous month
- 2024_03_Bank_Statement - Bank statement for the previous month
- 2024_03_Venmo - Venmo transactions for the previous month
- 2024_03_PayPal - PayPal transactions for the previous month
- 2024_04_Preliminary_Report - Donations and expenses received for the current month
3. Email the reports to the Recording Secretary.

End of month

- Verify the amount of the rent for the upcoming month with the Facility Liasson.
- Pay rent (put in the mail slot at the front of the church, 16548, or mail to the church).

After GC

Pay bills and record activity in the look forward

- Collect in-person meeting sheets, and provide blank meeting sheets for in-person secretaries.
- Verify in-person secretary entries match transfers to Venmo or PayPal.
- Total 7th tradition and literature sales and record totals in spreadsheet. (This is informational only.)
- Verify amount of literature order with Alternate GSR and write check.
- Verify amount of supplies with Supplies Coordinator and write check.
- Write check for Zoom bill.
- Enter Rent amount.
- Track activities fund collections.
- *After the all transfers to the bank are done for the month*, write checks for donations based on calculation in spreadsheet (ending balance less prudent reserve and current activities fund balance).

Storing files

- Reports are retained for 3 years per group guidelines.

- Upload files to the Google drive at https://drive.google.com/drive/folders/1VY0hAfZoX953lfvPuGMEnAcCbZ5PToSU?usp=drive_link.
- Back up the current workbook (unless you are editing directly on the Google Drive).