

# **Exploring<sup>®</sup>**

## TREASURER'S RECORDS

Post \_\_\_\_\_

\_\_\_\_\_ month \_\_\_\_\_ 20 \_\_\_\_\_

to

\_\_\_\_\_ month \_\_\_\_\_ 20 \_\_\_\_\_

## **TO THE POST TREASURER**

You hold the moneybag for your post. As elected treasurer, you are responsible for keeping accurate records of the income and expenditures of your post's funds. Your post expects you to keep an exact accounting of all money taken in, money paid out, and proper safekeeping of all funds.

### **WHAT ARE YOUR RESPONSIBILITIES?**

1. Support your post president and other officers in their leadership functions.
2. Collect, deposit, and account for all money coming to the post from dues, money-earning projects, or other sources.
3. Collect and keep accurate records of dues payments by post participants (if your post collects dues). Inform post participants if they fall behind and discuss with post officers what to do with delinquent participants.
4. An adult from your post committee may be assigned to assist you. If so, cooperate with him or her and take advantage of this help to set up a bookkeeping procedure, bank account, and money-handling methods.
5. Make regular reports at post officers' meetings and post meetings of the status of your post's budget and treasury.
6. With the help of your post Advisor and officers, set up a budget based on the activity schedule that is planned. Estimate what income will come from each activity and what expenses are expected. Review this budget with your post officers, Advisor, and the chair of each activity to be sure that your post doesn't overspend.
7. Be sure all expenditures are approved by your post officers and Advisor before you write a check. Large amounts should be approved by post participants.

The success of your post's program depends on having enough money at the right time to pay any costs for activities. Proper budget planning, accounting of funds, and regular reports will help your post conduct efficient and successful projects and activities.

These Treasurer's Records are packed with information and worksheets to help you with this important job.

This is the financial record of Post \_\_\_\_\_ of the \_\_\_\_\_  
Number Participating Organization

\_\_\_\_\_  
City State

This post meets at \_\_\_\_\_ every  
Meeting Place

\_\_\_\_\_  
Dates—i.e., every second and fourth Thursday of the month at \_\_\_\_\_  
Time

The current treasurer is \_\_\_\_\_  
Name Address

Successor \_\_\_\_\_  
Name Address

The following persons are qualified to sign checks:

Treasurer \_\_\_\_\_  
Name Address Phone

Successor \_\_\_\_\_  
Name Address Phone

President \_\_\_\_\_  
Name Address Phone

Successor \_\_\_\_\_  
Name Address Phone

Advisor \_\_\_\_\_  
Name Address Phone

Successor \_\_\_\_\_  
Name Address Phone

Committee participant  
(consultant to  
treasurer) \_\_\_\_\_  
Name Address Phone

Post funds are kept in the \_\_\_\_\_ Bank \_\_\_\_\_  
Address

in checking account No. \_\_\_\_\_, savings account No. \_\_\_\_\_

Accounts of this post are audited every three months by \_\_\_\_\_  
Name

\_\_\_\_\_  
Address Phone

## CONGRATULATIONS, POST TREASURER

### YOU'LL ENJOY YOUR JOB . . . IF YOU UNDERSTAND IT

You can easily become expert at your new job if you seriously try to find out what it is all about and take the necessary time to do it right.

First, become familiar with your duties and talk things over with the previous treasurer, Advisor, or consultant on the post committee to capitalize on their experience.

Second, read and follow the instructions in these Treasurer's Records. They will prove to be a great help.

### IF YOU ARE BUSINESSLIKE

You evidently have the complete confidence of the participants of your post because they elected you, and

people are particular about who handles their money. The best way to keep that confidence is to do your job in a businesslike manner by keeping accurate accounts. This means you should keep all records up to date and in writing. Keep post funds separate from your own money at all times.

### IF YOU COOPERATE WITH ADULT HELPERS

As the post treasurer, you carry the responsibility for finance records and are the official watchdog of post funds. But you are not alone, because in addition to your Explorer Advisor, a member of the post committee is assigned as your consultant and has the responsibility of helping you carry out your duties. He or she doesn't do your job for you, but with you, and is responsible to the post committee. This adult will be available to help you and will arrange for an audit of your accounts once every three months.

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## INSTRUCTIONS

### SETTING UP A BASIC BUDGET PLAN

A basic budget plan is determined for one year at an officers' meeting. It should be a well-thought-out system of forecasting and meeting the financial obligations of your post. With the help of your adult consultant from the post committee, you prepare a basic budget plan to submit to the officers.

On page Appendix-85, you will find a budget plan with an itemized explanation of its contents that will help you in preparing a tentative budget to submit to the officers. Once the officers decide on a budget, your next job is to present it clearly to the participants at the next post meeting. After the participants have suggested changes, it must again be referred to the officers at their next meeting. They then determine its final form.

Once the budget has been established, you, as treasurer, become its watchdog. Keep both the officers and the participants constantly aware of the budget as it relates to expenditures and income of the post.

### COLLECTING AND RECORDING DUES

To do a good job of collecting and recording dues, the treasurer should:

- Keep an accurate record of dues received, using the sheet provided for that purpose on page Appen-

dix-93. (Make photocopies as needed.) Posts may collect dues annually, semiannually, quarterly, monthly, or by a combination of these methods. Your job is to collect them using whatever method the post has decided upon.

- Make sure new participants understand the budget and their responsibilities to it. Explain the budget plan to new participants and start them out right by asking that dues be paid on time.
- Keep the participants aware of their responsibilities by occasionally posting or announcing the names of participants who are behind in their payments.

### RECEIVING MONEY AND PAYING BILLS

The post treasurer must keep a complete record of the post's income and expenditures during the year. These Treasurer's Records include an explanation (pages Appendix-86–90) of how this is done, and the necessary forms (photocopy pages Appendix-91–92 as needed). This system relies upon you to follow the few basic rules listed below. Not only do you follow these, you also insist that the entire post participation observes them.

- All items of income and expenditure must be accounted for in writing. Every participant has a right to know what the money is spent for and you, in turn, have the right to request written evidence of money handled by activity committees and officers of the post.

- Purchases must be authorized in advance by the officers. This keeps you and the rest of the officers aware of major purchases and prevents anyone from buying or charging articles without proper authority.
- All activities involving the collection and disbursement of funds must be reported in writing to you the treasurer. Activity chairs are responsible for this report. Dutch-treat and free-treat activities not involving post funds need not be reported.
- All payments (except for purchases from petty cash) should be made by check. Details on how to establish and handle a checking account can be found on pages Appendix-86–87.
- Records must be kept up to date. As the treasurer, use your time well so that your records are always current. Slip behind and you will have some embarrassing moments.

You will find that it's fun to have the reputation of being able to find a receipt, write a check, or balance your books at the drop of a hat.

### **PETTY CASH FUND**

From time to time, you will need to buy or have someone else buy items that involve small sums of money. It is not practical to pay for them by check, for in some cases the check charge might exceed the cost of the article. To keep matters simple, set up a petty cash fund.

A petty cash fund of \$5 to \$10 can be set up with the approval of the officers. The fund is opened by the post writing a check to the treasurer for \$10 petty cash. The treasurer cashes the check and pays for small purchases from the fund. When most of the fund has been spent, the treasurer accounts for the expenditures by presenting the receipted bills for all purchases at an officers' meeting. With the officers' approval, the post issues another check to bring the fund back up to \$10.

To ensure success in handling a petty cash account, the treasurer should:

- Be sure all purchases are the type that will be approved by the officers.
- Always secure a receipt for every expenditure of petty cash.
- Keep an accurate accounting of petty cash at all times.

### **AUDIT PROCEDURES**

The treasurer's accounts must be audited once every three months. The volunteer on the post committee who is the consultant to the post treasurer is responsible for this. This adult will either audit the accounts or arrange to have it done.

### **DIRECTIONS FOR AUDITING ACCOUNTS**

1. Check the balance in the post checkbook against the balance on the last bank statement. Prove the checkbook balance by taking into account all outstanding checks and any deposits that are not recorded in the last available bank statement.
2. Assemble all receipted bills paid since the last audit and make sure the checks paying each bill are correct and attached to the proper bill. In every case, there must be either a receipted bill or a slip of paper explaining the purpose of the payment.
3. Account for petty cash. Cash and receipted bills must equal the checks issued to the treasurer for petty cash.
4. Complete the audit by filling out the quarterly audit report on page Appendix-84.
5. Finally, the auditor and treasurer discuss the treasurer's report for the next officers' meeting and post meeting. This report can be made directly from the quarterly audit report.

# QUARTERLY AUDIT REPORT

(For officers' and post meeting reports by treasurer)

Date: \_\_\_\_\_

Balance on hand at beginning of quarter \_\_\_\_\_

Total income since last report

(Running record, line 17, column 3) \_\_\_\_\_

Total expenditures since last report

(Running record, line 17, column 4) \_\_\_\_\_

Gain or loss since last report \_\_\_\_\_

Balance on hand

(To be carried over to line 1,  
next month's running record) \_\_\_\_\_

Unexpended petty cash \_\_\_\_\_

Actual cash balance \_\_\_\_\_

Outstanding bills to be paid:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total of bills to be paid \_\_\_\_\_

This report is submitted as a correct statement of the financial accounts of this post.

\_\_\_\_\_  
Post Treasurer

\_\_\_\_\_  
Auditor

## THE POST BUDGET

In successful Explorer posts over the years, the proper way of handling post finances has been the budget plan. Where there is no budget, the post funds are secured and spent without direction. Such a procedure many times puts post funds at the mercy of impulsive and ill-considered spending.

In contrast, a basic post budget plan is helpful to you and the post participants. The Explorers get a worthwhile program through the planned investment of their dues and earnings, while you have a basic plan for the financial accounts of your post.

A sample post budget plan is illustrated here. Look over the budget and then read the item-by-item explanation of it before you set up your own post budget in the space below.

### ONE SUGGESTED BUDGET

	Suggested Budget	Our Post's Budget
Enrollment fee . . . . .	\$ 7.00	_____
Identification . . . . .	2.00	_____
Literature and records . . . . .	2.00	_____
Activities . . . . .	8.00	_____
Service fund . . . . .	2.00	_____
Reserve fund . . . . .	1.00	_____
Dues per participant per year . . . . .	\$22.00	_____

### ENROLLMENT FEES

Use of the budget plan ensures the prompt enrollment of the post. When new participants join the post, they are required to pay a full \$7 fee. The following year's fee will be provided through the budget.

### IDENTIFICATION

The budget plan provides for special identification for each participant. Your post may design a colorful post emblem or other means of identification related to the special or general interests of the participants.

### LITERATURE AND RECORDS

Literature and records needed by the officers to efficiently administer the post are secured through this budget item.

### ACTIVITIES

This budget item covers the ordinary week-to-week activity expenses needed to make activities click. An example might be a thank-you gift to a guest speaker.

### SERVICE FUND

This item covers expenses associated with the post's opportunities to be of service to others.

### RESERVE FUND

A reserve fund makes it possible for the post to guard against decreasing other budget items or removing any from the budget if unexpected expenses arise, or if the post income falls below expectations.

### DUES PER PARTICIPANT PER YEAR

In the budget illustrated, the dues per participant would be \$22.00 each year. Regular payment of these dues by participants would entitle them to all the services listed.

Your post might find other items that the participants feel should be included. If so, include them.

## HOW TO KEEP ACCOUNTS

Here are the details of how to keep accounts in these Treasurer's Records. Read the explanations carefully and refer to the related how-to-do-it illustrations on these pages. If you need help to supplement the

instructions given here, talk with the participant of the post committee who is assigned as your consultant. This adult can answer your questions.

<b>POST ROSTER</b>					<b>POST QUARTER</b>			
FAMILY NAME (alphabetical)	POST	STREET OR RAIL	COMMUNITY AND ZIP	PHONE NUMBER	Monthly Payments			Total
					Jan	Feb	Mar	
1. Applegate	Jack	767 Oak Grove	Blairsville	287-2400	.50	.50	.50	1.50
2. Brothers	Mel	287 Walnut	Blairsville	287-8172				1.50
3. Miller	Ernie	8 Holland	Oak Bluff	298-0070	.50	.50		1.00
4. Smith	Tom	11 Laurel	Blairsville	256-1972	.50	.50	.50	1.50

### RECORDING DUES

Once the post has established a budget and the amount due each year from each participant to support it, you can go into action. Use photocopies of the blank post roster and dues record sheets on pages A-116-A-117.

You can collect dues on a monthly, quarterly, or yearly basis. The illustration here shows the quarterly status, using a monthly collection method. Jack Applegate is paid up for the three months. Mel Brothers owes \$1.50. Ernie Miller owes 50 cents. Tom Smith is paid up for three months.

NAME	POST	STREET OR RAIL	COMMUNITY	ZIP	PHONE	PAID	OWES
Jack Applegate	Jack	767 Oak Grove	Blairsville	287	2400	PAID	
Mel Brothers	Mel	287 Walnut	Blairsville	287	8172		1.50
Ernie Miller	Ernie	8 Holland	Oak Bluff	298	0070		.50
Tom Smith	Tom	11 Laurel	Blairsville	256	1972	PAID	

  

Explorer Post No. 001  
 Please Supply Company

DATE: May 15 1972

TO: Mr. Jack Applegate

FOR: \$1.50

BY: [Signature]

BY: [Signature]

BY: [Signature]

BY: [Signature]

### HOW TO SET UP A CHECKING ACCOUNT

The procedures for setting up a checking account for your post in a local bank are fairly simple.

- Go to a local bank and ask to see the manager or any bank officer who is responsible for helping customers open a checking account. Tell the bank officer what you wish to do, and he or she will give you the necessary information about how a checking account is handled in that bank. The banker also will give you a form that must be filled out.
- Take the bank form to your next post officers' meeting and ask the officers to name the four persons authorized to sign checks for your post. Every check should have two signatures (one Explorer and one adult), as on the check illustrated. Ordinarily, the officers will authorize two adults (the Advisor and the committee participant who is the treasurer's consultant) and two Explorers (you and the post president) to sign for the post.
- Fill in the bank form, being sure to get the written signatures of the authorized persons. Ask everyone

to sign the form the same way they will sign the checks. The bank will check the signatures on the form against those on the checks.

4. Take the completed form to the bank and deposit your post funds. The bank will issue you a checkbook. If you wish to have your post identification on your checks, the bank will usually do this for a small fee. Another means of check identification is to get a rubber stamp with your post name as shown on the check illustrated. Such a stamp has many uses and is a good item to have on hand.

5. The checkbook has checks that you tear out and a place for keeping a record of the checks written on your account. Fill out both the check and this other information neatly and carefully as shown. Canceled checks and this notation become a permanent record of all your payments.
6. Periodically, the bank will send you a statement with all canceled checks. Be sure to keep them in a safe place; you will need them when your accounts are audited every three months.

Auth. No.    -    -  OFFICE Muskegon 17 1938  
**FIRST CHARTER NATIONAL BANK**  
 To be kept authorized by receiving the statement attached before the payment of funds of said bank. Subject to restrictions indicated on the reverse side of this signature card.  
 Name of Club or Organization Epworth Post No. 55  
 Mailing Address 1212 Michigan St., Muskegon, Mich.  
 President Jack Ransom  
 Treasurer Mary Wright  
 Secretary J. H. Davidson  
 Cashier Frank Thompson  
 Other Officers Thompson & Davidson  
 General Fund No. Mary Wright Amount of Cash Deposited \$ 32.50  
 11-4

This bank will only be responsible for collecting the amount of this check. All funds are subject to credit. This bank will not be held responsible for the loss of cash and its holder except for its own negligence, this bank or its representatives may, under some, directly or indirectly, in any bank including this paper, and accept its check or other as conditional payment in the case of cash it may draw from any bank or any other bank that payment thereof is not made, the any bank drawn on this bank not good in case of failure or any liquidation.

Forms issued by banks for submitting authorized check signatures apply to all organizations. Post 55 altered this form as illustrated to suit its purpose—that of having each check signed by both an adult and an elected officer.

# RUNNING RECORD OF INCOME AND EXPENDITURES

1. At the end of each month take the figures in the income and expenditure columns 3 and 4 below and list them under the proper item of the corresponding line on the opposite page.
2. Total of income on line 17. If you have done it correctly the total of column 3 below will equal the sum of columns 3 and 4 on the opposite page, and the total of column 4 below will equal the sum of column 3 below on the opposite page.

1 DATES	2 RECEIVED FROM OR PAID TO	ENTER CHECK NUMBER	3 INCOME	4 EXPENDITURES	5 BALANCE
1 Sept 1	BALANCE BROUGHT FORWARD				31 80
2 " 1	Quota		8 00		39 80
3 " 1	Exploring literature	11		80	39 00
4 " 12	Supplies and enrollment fee	12		3 29	35 71
5 " 12	Basel	13		2 00	33 71
6 " 12	Quota		1 00		34 71
7 " 19	3 page charcoal	14		2 70	32 01
8 " 26	Blondora panel gift	15		3 40	28 61
9 " 26	Driver safety device	16		1 00	27 61
10 " 26	Quota		7 00		34 61
11 " 26	Check for petty cash	17		5 00	29 61
12 " 28	Cop wash collection		22 00		51 61
13 " 28	Gas washing brush and soap	18		4 00	47 61
14					
15					
16					
17	TOTALS END OF MONTH		32 00	28 19	47 61

## RUNNING RECORD OF INCOME AND EXPENDITURES

Notice that the columns of the record sheets are numbered. Keep these numbers in mind as you follow the instructions given here for the illustration above, and you will soon be able to keep a creditable set of accounts for your post.

1. Enter the date of each transaction in column 1.
2. Enter the source of income or expenditure in column 2.
3. Enter the amounts of income or expenditure in columns 3 and 4.
4. Keep a running balance in column 5 after each entry so you will know how much money your post has at all times.
5. At the end of each month, total income and expenditures on line 17 and bring the balance forward to line 1 of the next month.
6. It might be helpful to you to draw a diagonal line across the unused spaces in each completed month to indicate that the month's business is complete.

# ITEMIZED RECORD OF INCOME AND EXPENDITURES

INCOME			EXPENDITURES							
DATE	OTHER INCOME	ENROLLMENT FEES	SUPPLIES	LITERATURE AND BOOKS	ACTIVITIES	SERVICE FUND	RESERVE FUND			OTHER EXPENDITURES
1										
2	8.00									
3				.80						
4		1.50	.59	.20						
5			2.00							
6	1.00									
7					2.70					
8					3.40					
9							1.00			
10	7.00									
11			.50	3.25	1.25					
12	20.00									
13										4.00
14										
15										
16										
17	16.00	22.00	2.50	3.04	4.25	7.35	1.00			4.00

## ITEMIZED RECORD OF INCOME AND EXPENDITURES

The purpose of the itemized record is to let you keep track of the individual items of income and expenditures. It is by this record that you can keep a month-by-month accounting of the items in the post budget and also income and expenditures received from special projects and activities.

All items under "Income" in column 3 of the running record are recorded in columns 6 and 7 of this itemized record. All expenditures in column 4 of the running record are recorded in the itemized record in columns 8 to 16. Items of income and expense that relate to activities outside the budget plan are handled on this page in column 7, "Other Income," and column 16, "Other Expenditures."

# RUNNING RECORD OF INCOME AND EXPENDITURES

1. At the end of each month, take the figures in the income and expenditure columns 3 and 4 below and list them under the proper item on the corresponding line of the opposite page.
2. Total all columns on line 17. If you have done this correctly, the total of column 3 below will equal the sum of columns 6 and 7 on the opposite page, and the total of column 4 below will equal the sum of columns 8 through 16 on the opposite page.

MONTH

1	2	ENTER CHECK NUMBER	3	4	5
DATES	RECEIVED FROM OR PAID TO		INCOME	EXPENDITURES	BALANCE
1	BALANCE BROUGHT FORWARD				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17	TOTALS END OF MONTH				

MONTH

1	BALANCE BROUGHT FORWARD				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17	TOTALS END OF MONTH				

# ITEMIZED RECORD OF INCOME AND EXPENDITURES

MONTH

	INCOME		EXPENDITURES								
	6 DUES	7 OTHER INCOME	8 ENROLLMENT FEES	9 SUPPLIES	10 LITERATURE AND RECORDS	11 ACTIVITIES	12 SERVICE FUND	13 RESERVE FUND	14	15	16 OTHER EXPENDITURES
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17											

## POST ROSTER

	LAST NAME (alphabetize)	FIRST	ADDRESS	CITY AND ZIP CODE	PHONE NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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33					

## DUES

	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER			
	Monthly Payments			Amt. Overdue	Monthly Payments			Amt. Overdue	Monthly Payments			Amt. Overdue	Monthly Payments			Year- End Report
	Month	Month	Month		Month	Month	Month		Month	Month	Month		Month	Month	Month	
1																
2																
3																
4																
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