



PROCEDURE OF OFFICE DEPARTMENT OF OHIO TREASURER

MONTHLY

- Print out checks from QuickBooks according to By-Laws, as requested from the Executive Secretary and/or the President. Pay monthly and annual bills timely by either check or with automatic bill pay. QuickBooks will require you to choose an appropriate expense account to book the entry to for each check. You can choose multiple expense accounts for one check.
- All deposits are made by the Executive Secretary. She will send the deposit information with membership report information being sent to National. Deposits are recorded in QuickBooks to the appropriate income accounts. Use the tracking spreadsheet to record funds accurately.
- Reconcile the checking account statement in QuickBooks. The monthly financials are sent to the Finance Committee by the 10th of each month with the following attachments.
 - a. Bank Statement
 - b. Check Detail report
 - c. Reconciliation Detail report

CONVENTION AND CONFERENCES

- Prepare your report for the book to give to the Executive Secretary. Print off a current Actual vs Budget report to go with report.
- Do a screen print of the bank's current balances for our checking, savings and investment accounts to report the up-to-date balances during the Convention or Conferences.
- Remember that fund balances are the different between income and expenses of a line item.
- Record all money received at each Convention or Conference on the funds sheet provided by the Executive Secretary. Additionally, count all cash received from meetings and initial envelope. Take a picture of report to reference when deposit information is sent.

GENERAL INFORMATION

- All checking, investment and savings accounts will have three signors: President, 1st Vice President and Treasurer. Two signatures are required for all checks as well as any withdrawals from checking, savings and investment accounts.
- Track all donations in the “Donation” tab of tracking spreadsheet. Use the funds sheet from Convention or Conference to track amounts. All donations are due to National before July 1st each year. In order to be in the National book, donations need to be to them by May 1st each year.
- All Department Officers are expected to attend the following events:
 - Fall Conference:
 - Training Session held for Auxiliary
 - Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
 - June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
 - Training Session held for Auxiliary
 - Honors & Awards Banquet
- Effective June 2024, all signatories must undergo a BCI background check before being added to Department financial accounts. This is a requirement to be eligible to hold the offices of Department Treasurer, 1st Vice President and/or President. Background checks will be completed at the Departments’ expense and not to exceed a total of Two Hundred and Fifty Dollars (\$250.00) annually.
 - Once an Auxiliary member has announced her intent to run for a Department Office which would require her to be a signer on the Department financial accounts, prior to elections at June Convention she is required to follow the steps below. If she does not announce her intent until June Convention, she will have thirty (30) days to complete these steps and her election status is contingent upon successfully passing the background check.
 - Locate a facility in her home area that performs BCI fingerprint background check (i.e. Sheriff’s Office, Courthouse, local colleges, etc)
 - Complete the form required for the facility selected, be sure to select BCI background check.
 - For “Reason being fingerprinted” mark “OTHER” and enter “Non-Profit Organization: Financial Accounts”
 - Have results sent to **current** Department Parliamentarian, her information can always be found on the Department website.
 - Be sure to get a receipt for the fee you pay when having this done.

- When the Parliamentarian receives the background results in the mail, she will review the results for any of the following issues that would disqualify a member from being able to be added to our financial accounts:
 - All felony convictions
 - Any fraudulent misdemeanor convictions
 - Injunctions from investment or securities activities
 - Expulsions from financial trade organizations
 - Significant debt or poor credit history (under 550)
 - ✓ Applicant shall provide the Parliamentarian with a recent copy of their credit score. If the credit score is below 550 then the Applicant will need to provide a copy of their full credit report for the Parliamentarian to review, in confidence. There may be exceptions made to the credit score requirement on a case-by-case basis, i.e. student loan debt, medical expenses, identity theft (documentation required), etc.
 - ✓ This will be kept in the sealed envelope with the background check results.
- In the event there is a disqualifier indicated, the Parliamentarian will notify the Applicant, current President and 1st Vice President of the pass/fail results; however, all results will be kept confidential. All background results will be kept in the Parliamentarian file box for 3-years in a sealed envelope with the word "Pass or Fail" written on the envelope and the date that the results should be destroyed. If requested by the Applicant, the Parliamentarian will have a second, non-biased party (AMVETS Executive Director) verify that information.
- Once the Applicant has passed the background check, she can turn her receipt for the background check fee in for reimbursement from the Department Treasurer at June Convention. If an Applicant does not pass the background check, she is not eligible for reimbursement.
- If an Officer holds one of these offices for multiple consecutive terms, she will not be required to repeat the background process for each term. However, if she has a gap in her terms in office, then she will need to redo the background check process before being added to the accounts again for her new term.

EXPENDITURES

- The Department will purchase the President's hat.
- Funds from the half and half shall be given to the President. Half to the winner and half to the President.
- State PRO-Historian shall have a budget of \$300.00 each year. \$150.00 at S.E.C. by voucher and remainder by voucher with all receipts given to Treasurer.
- V.A.V.S. Representatives are to be allowed .75 per mile to attend VAVS meetings only. To be paid at Convention only, must submit voucher.
- A chosen VAVS Rep attending the annual VAVS Advisory Committee meeting shall receive one thousand dollars (\$1,000.00) plus Coach airfare or .75 per mile if driving, whichever is less.

- Should the Department President call a special meeting of Officers, lunch will be provided.
- When an Auxiliary Charter is pulled, the money in their account is turned over to the Department Treasurer. The money will be listed as “money held in escrow” with a notation of the name of the Auxiliary and date the Charter was pulled.
- The Department President may draw one-third of her Travel Allowance from the Department by voucher at each of the Conferences and Convention. Receipts must be presented to the Treasurer after the initial request.
- The N.E.C. woman shall purchase a gift or gift card for the National President when she makes her official visit up to \$50.00.
- The Department Conference, Convention and Credential Chair will be paid the sum of \$100.00 by check at the close of each Conference/Convention with a submitted voucher.
- The Treasurer is paid either an Officer Per Diem or an allowance equal to room rate for three nights lodging at each Conference and Convention.
- The Department will pay for all name badges for Department Officers and Chairpersons.

MISCELLANEOUS

- NSF Checks
 - a. When the bank returns a check, hold for 3 to 4 days to allow time for them to correct the problem.
 - b. Redeposit check, if possible, if 2nd deposit is good you will need to debit income account and credit bank account in order to balance accounts.
 - c. Bank service charges, the Auxiliary must pay for any charges related to return checks. You will need to record the charges as follows below then reverse when we receive the funds from the Auxiliary.
 - i. Make a Journal Entry debiting Misc Expense (Acct #657)
 - ii. Make a Journal Entry to Credit checking account (Acct #533)
- Copies of all deposit slips will be emailed to you from the Executive Secretary. Save a copy at C:\Users\Treasurer\20XX and label it accordingly.
- The Executive Secretary writes the checks for membership and emails you a copy of the check with the National report being sent to National and the Department report. Save a copy at C:\Users\Treasurer\20XX\Report XX and label it accordingly. Update the tracking spreadsheet with the Department report information and record the check in QuickBooks.
- Any equipment bought during the year is carried as an expense until the end of year. Be sure to give this information to the accountant so they can book assets.
- The Treasurer serves as Chairperson for the Finance Committee, report any upcoming expenses and any financial concerns for the Department. Emergency votes for expenses can be sent to the Finance Committee for approval outside the Conferences and Convention.
- Treasurer serves on the Steering Committee with review of the Executive Secretary's work.

- A voucher is required for each check request. Two additional initials, other than the Treasurer, are required from the Finance Committee on the voucher.
- The Treasurer will make out one voucher for the VAVS Representatives and Veterans Home Representative with the amount they receive. The amount to be determined by the Standing Rules, Department Hospital Chairman and funds availability.

EXECUTIVE SECRETARY

- The Executive Secretary is our only paid employee. She is to follow all State, Federal and Government laws pertaining to time off for sick leave or short disability.
- Access the Executive Secretary cash reports through our payroll account at PayChex. Then record her bi-weekly pay in QuickBooks to the following accounts:
 - a. 634-Secretary Salary Expense
 - b. 634.4-Employee Withholding
 - c. 634.6-Employer Taxes
- Refer to Personnel Policy Manual for any other questions.

YEAR END

- Contact the Accountant to meet with you after you are finished with the Fiscal Year. Compile the following list of items for your meeting. They will also complete Form 990 for the Department.
 - a. List of Department Officers
 - b. Bank information from July to June for:
 - i. Checking account
 - ii. Savings account
 - iii. Investment account
 - c. Reports from QuickBooks from July to June:
 - i. Statement of Cash Flow
 - ii. Balance Sheet on Cash Basis
 - iii. Profit and Loss on Cash Basis
 - iv. Income Statement
 - v. Employer Taxes
 - vi. Employee Withholding
 - d. Reports from PayChex from July to June:
 - i. The prior year Employee's W2's.
 - ii. Expense charges from PayChex
- Annually National will send you a list of checks they received from us for you to audit. Confirm all the information they have match our check listing for National checks. Then mail or email back to National when completed. They expect it returned to them timely.