

**Monterey County Area**  
**May 21, 2017**

Guidelines Addendum 1

1. Have treasurers take a QuickBooks class and help train the subcommittee treasurers.
2. Have subcommittee incoming treasurers contact the ASC treasurer to review their duties and review and watch the QuickBooks class and PowerPoint presentation.
3. Responsibility of ASC Treasurer to maintain a record of mandated monthly subcommittee bank reconciliation reports, copies of canceled checks and report back monthly to ASC.
4. Treasurers' Responsibility to provide a QuickBooks report of donations broken down by group at the monthly ASC Meeting.
5. Any member requesting monies from ASC: Must submit a check request form that must be filled out and supported by receipts prior to any checks being cut. Receipts are then attached and filed with the form.
6. Each subcommittee will be provided a uniform check request form that must be filled out and supported by receipts prior to any checks being cut. Receipts are then attached and filed with the form. Subcommittees will use meeting minutes to establish the request. Request for reimbursement form includes: Name, Date, Reason for Request, Line Item in budget the money is coming from, and any motion numbers and date of the motion if being paid because of a motion made at area.
7. Utilize a standard reconciliation format and make sure all subcommittees are reconciling in the exact same format.
8. In all cases where cash is provided that a hand written receipt be gathered to submit for any type of reimbursement and accountability.
9. All unique events funds be reconciled, with an income and expense report that includes matching receipts for any expenses. This needs to be included with the Subcommittee Treasurer's report being submitted to the Subcommittee and Area monthly.
10. Each subcommittee turn in a financial report along with reconciled receipts and supporting documentation (check request forms) to ASC after each event and at least on a quarterly basis.
11. Any discrepancy in deposit dates made in the ASC Main account are to be explained in the following month's report by the person responsible for making the deposit.
12. All subcommittee deposit slips are matched to the respective event.
13. That the person making the deposit not be the same person who prepares the deposit.
14. Treasurer and Treasurer of Subcommittees include copies of cancelled checks in the monthly Treasurer report.
15. Treasurer will take the Subcommittee bank account reconciliations and then reconcile with the Treasurer's QuickBooks.
16. Any cash (both at ASC, Literature and all Subcommittee's) be counted by two or more people.
17. Treasurer and Vice Treasurer be familiar with QuickBooks financial software.
18. An audit of ASC financials (including all subcommittees) be conducted annually with an ad-hoc committee to be formed in January and the audit completed no later than March.