

## 2016 Financial Responsibilities for Share The Blessings, Inc. Changes for Board Approval

*3/18/16 Board - Intent is to have these roles iterate on these steps as we adopt these process changes. Updates are expected*

### Financial Processing Duties:

1. Check PO Box (weekly or biweekly)
2. Make Copies of all checks – write on copy of check designated purpose if not already there (ie. Water, Education, General etc.)
3. Make Bank Deposit – clearly list last name of each payee on deposit slip with amount for each check / cash contribution (this is change, need to have last name to identify checks and cash easily)
4. Send thank you statement and note within 30 days
  - For individual contributions
  - For re-occurring contributions send once annually.

### Bookkeeping Duties:

1. Entering Contributions into Share the Blessings QBs from
  - a. Financial Processing Receipts
  - b. Accountant online updates
2. Notify Accountant when month end updates have been finalized

### Accounting Duties:

1. Review monthly contributions & disbursements. Reconcile bank account & provide spreadsheet with program allocations to Treasurer.
2. Oversee that contributions have been sent out at year end (only those that have not been sent during the year)
3. Prepare Information and complete Tax return
  - a. Access paypal contributions and pull into account. Route contribution details to bookkeeper and Treasurer
  - b. Access to online bank account to track deposit and withdrawal information, bank statements etc.
4. Does not have access to writing checks or making deposits

### Treasurer Duties:

1. Write all checks –
  - a. copy & send to Accountant (or email information)
  - b. Obtain two signatures on check from executive officers
2. Make Wire transfers as communicated and majority voted by the Board
3. Review Bank statements & bank reconciliation – monthly reporting to board
4. Provide reports for quarterly board meetings or upon request
5. Capture receipts/invoices for funds issued