Treasurer Procedure

- **Financial Status Report**
  - Fill out top portion of sheet.
    - NAME OF HOUSE
    - WEEK OF:
    - NUMBER OF WEEKLY REPORT
  - Enter CASH IN BANK START OF THIS WEEK (ending balance from previous week)
    - Enter any money received during the week.
    - Enter any expenditures during the week. (include check number)
    - At end of week, add TOTAL MONEY RECEIVED to CASH START and then subtract TOTAL MONEY PAID OUT.
    - Enter total as BALANCE IN CHECKING.
  - Enter BALANCE IN SAVINGS START OF THIS WEEK (ending balance from previous week.) *Don't forget to check for interest
    - Enter any deposits to savings during the week
    - Enter withdrawals from savings during the week.
    - At end of week, add TOTAL DEPOSITED TO SAVINGS to SAVINGS START and then subtract TOTAL WITHDRAWALS FROM SAVINGS.
    - Enter total as BALANCE IN SAVINGS
  - Enter PETTY CASH STARTING BALANCE (ending balance from previous week)
    - Enter any withdrawals for petty cash as PAID IN THIS WEEK.
    - Enter any spending with petty cash as PAID OUT THIS WEEK.
    - At end of week, get with Comptroller and add PAID IN THIS WEEK to STARTING BALANCE and then subtract PAID OUT THIS WEEK.
    - Enter total as ENDING BALANCE
  - Enter any BILLS TO BE PAID with due dates, purpose, and total amount due.

- **Business Meeting**
  - Report of financial status
    - Give CASH IN BANK START OF WEEK
    - Give TOTAL MONEY RECEIVED
    - Give TOTAL MONEY PAID OUT. (Read verbally day check was written, to whom paid, check number, and the amount.)
    - Give BALANCE IN CHECKING
    - Give BALANCE IN SAVINGS. (Read verbally any deposits and withdrawals.)
    - Give PETTY CASH ENDING BALANCE
    - Read verbally BILLS TO BE PAID
      - Bills that need to be paid should be voted on at this time.
      - Checks should be filled out and signed before the end of the meeting.