DEANERY TREASURER BEST PRACTICES

Checking Balance – The Deanery Treasurer’s primary responsibility is to keep track of the funds available to the organization by recording all deposits, all checks or other disbursements, and a running balance. This can be done using the check stubs, excel, or another accounting software such as Quickbooks.

Deposits – Deposits should be made on a regular basis. Be sure to keep a copy of the deposit slip for use when reconciling the bank statement. It is helpful to make a different deposit for each type of receipt (eg. Dues, 50-50, fund raisers).

Disbursements – Most disbursement requests should be sent first to the president who approves it and sends it to the treasurer. See attached form. The treasurer may have to issue a few expense reports and obtain the president’s signature before issuing the check. Note the use of scanning and email if an effective way of doing this.

Dues – Deanery treasurers should know what the dues are for your members and collect them. In late October, ODCCW dues are due usually your deanery dues as well. ODCCW dues are .75/member based on membership in May of the previous year. ODCCW dues checks are made payable to ODCCW and sent in to you. When you have all (or most) of the checks, they need to be forwarded to the ODCCW treasurer

NCCW Dues – These are due in December and are a flat rate of $100.

Hugs for the Homeless – The deanery treasurer collects Hugs for the Homeless checks (made payable to ODCCW) from the affiliations. These are then forwarded to the ODCCW treasurer before the deadline provided by FCCW. This is usually in February or March.

Reconciliation – Be sure to reconcile your bank balance to the bank statement on a monthly basis. Please follow up with the payee on outstanding checks that have not cleared within the first 2 months. Checks not cleared in 6 months can be written off.

Budget - Each deanery should have a budget. The treasurer should at the minimum assist in the preparation of this budget. The previous year receipts and expenditures are a good source for starting this.

Meeting Report – The deanery treasurer should present a treasurer’s report at each deanery meeting. This report should include the beginning balance (or ending balance from the last report), the itemized receipts for the period, itemized disbursements, and ending balance available to the organization. Normally the time period of the report is from the date of the last deanery meeting to the date of the current meeting.

Charitable Contribution Reports - The deanery treasurer collects charitable contribution reports from the affiliations. The reports for the calendar year should be summarized and forwarded to the ODCCW treasurer in early February.

Relationships – The deanery treasurer should maintain a good relationship with the ODCCW treasurer and the affiliation treasurers. She is a mentor to affiliation treasurers and needs to fulfill her responsibilities to the ODCCW treasurer. The ODCCW treasurer can be a mentor to her.

Year-end Report to ODCCW – The deanery treasurer prepares a report including the beginning cash balance, summary of receipts, summary of expenditures, and ending balance. This report should be submitted to the ODCCW treasurer in early July.

Audit - The treasurer should present the books for audit within 30 days of the end of the fiscal year to the auditor designated by the president.

End of Term - At the end of her term, the treasurer should present all records in good order to the incoming treasurer and be willing to assist her as needed. Try and put as many as possible of these records (especially records of receipts and expenditures and treasurer’s reports) in an electronic form to minimize the paper passed between treasurers. She may dispose of any record over 7 years old.

Moving up - Finally, the treasurer should be willing to step out of her comfort zone (usually financial records) and into other positions to enhance her leadership skills. Many treasurers have gone from treasurer to president.

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