

- The Treasurer is responsible for insuring the fiscal integrity of In Sync Exotics.
  - o Insure that deposits are placed in correct banking accounts.
  - o Insure that invoices are correct, relevant to In Sync's objective and paid on a timely basis.
  - o Report to the Board of Directors the fiscal status of In Sync.

### **On a weekly basis:**

Receive the In Sync QuickBooks file from Vicky, usually by Thursday. If the file is not available on Thursday, as soon thereafter as possible.

Audit transactions in the file to insure that deposits have been made to the correct accounts and that disbursements are in accordance with In Sync needs. The Treasurer does not individually inspect invoices which have been paid by the President and which have been recorded by her in the period since the Treasurer last saw the QuickBooks file. The treasurer has no information to insure that recorded deposits accurately reflect monies received by In Sync.

Physically obtain all outstanding invoices not paid by the President. These are placed in the Treasurer's mail folder at In Sync as received.

Review the invoices for correctness and accuracy. Insure that the amounts are correct and relevant to In Sync's needs. Resolve disputed invoices.

Scan all invoices.

Enter all invoices into QuickBooks as bills to be paid.

If sufficient funds are available, pay all outstanding bills (mark paid in QB and have QB print checks). If there are insufficient funds, pay those which are most pressing.

Mail checks written.

Save a portable copy of the QB file with a filename of the current date. This allows the President to insure that she is dealing with the most current version of the QB file.

E-mail the QB file along with the scanned invoice images of invoices to Vicky by Monday of the following week.

The treasurer does not currently verify that the QuickBooks file accurately reflects bank or brokerage statements. These statements are not conveyed to the treasurer.

**On a monthly basis:**

Report to the board of directors the fiscal status of In Sync. Minimally, this includes the Balance Sheet, Profit and Loss during the previous period (usually last month but longer if there hasn't been a board meeting), checks written and deposits made. All reports reflect information in the QB file and are not audited by the treasurer.

Send copies of the reports to board of directors members prior to meetings. Point out any unusual fiscal situations.