

TREASURER'S BOOKS

The duties of the Treasurer are outlined in the Constitution Subordinate Parlors, Duties of Officers, Article Eight, Section 5.

1. She shall receive all monies from the Financial Secretary, signing the receipt at the bottom of the Financial Secretary's book each meeting.
2. She shall disburse all funds belonging to the Parlor. A check system shall be used in paying all bills of the Parlor. All checks shall be signed by **two** of the following: President, Financial Secretary, or Treasurer. *Some* Parlors also include the Recording Secretary as a signer. Two signatures should **never** be on checks in advance of their being drawn for a specific reason.
3. She shall deposit the money within **seven** days of the Parlor meeting in the bank designated by the Parlor.
4. She shall present **all** current bank books, bank statements, check books, and her account book at the book audit and on the occasion of the Grand President's Official Visit.
5. When forwarding remittances to the Grand Parlor, the Treasurer is required to specify the fund to which the remittance applies, i.e. Native Daughters Home, per capita tax, Supplies. This can be noted on the check on the lower left hand corner. Individual checks must be drawn for each remittance.

When settling bills of the Parlor, a check can combine several expenses to a Member such as postage, printing, refreshments, but each item should be listed separately on the check stub and in the Treasurer's book.

6. She shall be certain she reports any interest or dividends as they are received. If the bank does not send a statement for the account, the Treasurer shall be certain she has all bank books updated by the last meeting prior to the close of a quarter. Interest is not recorded until it is reported in Parlor as part of the Financial Report.

For procedures pertaining to conducting an audit, please refer to Manual of Instructions, Auditing of the Parlor Books and Records.

A cash book can be purchased at stationery stores. All references to persons must include first and last names. It is recommended that the books be set up in the following manner for ease of audit and accessibility of information if a Parlor sets up an annual budget.

Examples:

Receipts:

Date	Name/Item	Dues	Initiation Fee	General Fund	Scholarship	Mission Restoration	Total
5/3	Sally Smith	25.00					
5/3	Beth Adams		5.00				
5/3	Bake Sale			135.00			
5/3	Sue Baker				10.00		
5/3	Tammy Evers					\$5.00	
Total for 5/3		\$25.00	\$5.00	\$135.00	\$10.00	\$5.00	\$180.00

Disbursements:

Date	Check No.	Name	Per Capita	Assessments	Rent	Bulletin	Total
5/3	1735	Veterans Building			\$80.00		
5/3	1736	Mary Jones				\$5.00	
5/3	1737	NDGW Home		\$30.00			
Total for 5/3				\$30.00	\$80.00	\$5.00	\$115.00