



Financial Secretary Guide 2025

Policies and Procedures

- National By-laws
- National Financial Policy
- Department/Chapter Financial Policy
- Department/Chapter Budget

Responsibilities

- **Record/Reconcile all INCOME only**
- **Keeps LOA in the Chart of Accounts current**
- **Helps prepare the budget for the fiscal year**
- **Sign all checks from the Treasurer** (2 Signatures on checks, 3 signers on bank account)
(1VP is on the account for emergencies or if you are the one being reimbursed 1VP will sign the reimbursement check in your place for the second signature)
- **Hold a Debit Card for approved purchases.**
- **Reporting Financial Reports to Membership**

Types of Income

- **Membership Income**
- **Management General**
 - Fundraising Income
 - General Donations
 - Store
- **Program Income**
 - **Restricted**
 - **Care Package**
 - **Grants**
 - **Grants (Only if these are specifically restricted per the Grantor otherwise, they can go into your general donation line)**
 - **In Kind Donations**

RESTRICTED INCOME

FUNDS RAISED FOR A SPECIFIC PROGRAM MUST BE USED FOR THAT PROGRAM ONLY

Documentation

- **Deposits**
 - Date of Donation/Deposit
 - Who Donated/Correct LOA for Deposit if not Donation
 - Total of Donation/Deposit
 - Is it for a RESTRICTED program

- **Receipt/Verification**
 - Copy of check
 - Copy of deposit
 - Application or any other documentation corresponding (Emails, etc)
 - Donation letter if applicable

Budget:

- **How to and what should be budgeted**

QuickBooks

- **Setting up/Maintaining**
 - Chart of Accounts
 - Reports
 - Reconciliation

LOGO USAGE

MEMBERSHIP DUES RECEIVED FROM NATIONAL

W9