



PNAVA Policies and Procedures

Treasurer's Report Policy

Policy Number: 8.7 Reviewed: 9/2017; 10/2021 Revised: 11/2017; 10/2021 EB Reviewed & Approved: xx/2022 Original Date: 1/1995
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PURPOSE

To provide guidelines for a written financial report to the association at its regular general and executive board meeting.

POLICY

- A. The treasurer shall prepare the report for presentation at all meetings.
- B. The Treasurer's report shall be distributed to the Executive Board and its members.
- C. The Treasurer's report shall accurately reflect all financial activities of the Association. Corrections shall be made as necessary and the report will be accepted as corrected.
- D. The Treasurer's report shall include appropriated budget for committee's, events, projects, and grants to determine income and status of the treasury.

PROCEDURE

- A. The report shall include all income, expenses, invoices, and reimbursed receipts within the month the transactions occur.
- B. The report shall be shared to all members at the General/Executive Board meeting.
- C. Any identified discrepancies shall be addressed and corrected as needed.
- D. The report shall go on record as accepted as written or as amended /corrected.
- E. The report shall be prepared for a bi-annual audit for the Auditors.

REFERENCE (S)

ATTACHMENT(S)

- 1. Treasurer's Report Format
- 2. Revision History



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Attachment 1: Treasurer's Report Format

Month/Period/Year	Income	Expense
Bank Balances		
Membership Fees		
Education		
Ways & Means		
Grants/Projects		
Donations		
Community Outreach		
Health & Wellness		
Administrative		

Overall Bank Balances:

Report of Outstanding Checks:

Example of Monthly Report:

D4		Description							
	Amount	Description							
ASSOCIATION CHECKING									
(OPERATIONAL CHECKING ACCOUNT)									
FINAL Turnover Balance from 2020	\$1,698.75								
Net Inducement Income	1,600.46	Various Checks							
Expensing	194.54	OFFICE SUPPLIES TABLE							
Donation	254.36	Network for Good; Personal Donations							
Adjustments	186.15	Refunds							
Dividends	-0.09								
Membership Renewals	430.00								
Membership/Recruitment	-406.50	Postage; Pins; Easel, etc							
Education	-100.00	Gift Cards for speakers							
Newspapers/Website	-61.93	Games							
Misc	-4.88	Treasurer's Supplies							
Sunshine	-300.00	Memorial Donations; Flowers							
TOTAL	\$4,714.20								
SHARE SAVINGS									
(MEMBERSHIP ACCOUNT)									
FINAL Turnover Balance from 2020	\$5,745.07								
Membership Chapter Fee	\$110.00	PNAA Refund							
Incoming checks	\$3,000.00	New Membership/Renewal							
Outgoing Checks	(\$1,000.00)	Membership payment to PNAA							
Student Registration	23.97								
Total Dividend	\$4.85								
TOTAL	\$5,883.89								
MONEY MARKET									
(SCHOLARSHIP ACCOUNT)									
FINAL Turnover Balance from 2020	\$5,741.80								
Dividend 3/21/21	\$1.95								
Dividend 1/29/21	1.76								
Dividend 1/29/21	2.18								
Dividend 12/31/20	2.28								
TOTAL	\$5,749.95								
LEGACY MEMORIAL FUNDS									
KEEP IN THIS ACCOUNT									
TOTAL CHECKING	\$ 4,714.20								
SHARE SAVINGS	\$ 5,883.89								
MONEY MARKET	\$ 5,749.95								
OVERALL TOTAL	\$ 16,348.04								



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Attachment 2: Revision History

Original Author: Norma Bariso, 1995
Reviewed: P & P Committee, 2017
President: Hilo Laxa, 2017
Reviewed: 10/2021 P&P Committee
President: 2020-2022 Catherine Paler