

Title: Treasurer, Budget, & Checking Account Policy

Control Information

Control Item	Details
Owner/Curator	Sue Shackelford
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Revision History

Revision	Date	Revision Description	Originator
A	August 1, 2005	Initial release	K. Buchheit

1.1. Budget Committee:

1. Keep track of the school spending in the regular budget.
2. Work with the administrator in preparing the yearly projected budget for the school and submit to the BCS Board for approval each year. The BCS Board must submit the approved budget to the SFSD by April 1st each year.
3. Double check the BCS Board Treasurer on the checking account.
4. Receive the monthly reports from the SFSD and reconcile with our records.
5. Submit monthly reports to the BCS Board.
6. Work in conjunction with the Grant Spending committee & administrator on the various grant

budgets that may be in use.

7. Keep in contact with the Enrollment Committee, as they should have current enrollment numbers for helping to determine budget income by ADM.

8. Budget committee never actually handles money.

9. The idea behind this committee is that it is a double check system on the BCS Board Treasurer, the SFSD and any other budget that is in use by BCS.

1.2. Treasurer

1. Verify/double check the staff person responsible for keeping track of the BCS checking account with Silver Falls Bank. Staff person will:

- a. Keeps up the checkbook register
- b. Reconciles checkbook register monthly
- c. Reconciles checkbook with budget committee
- d. If there is more than just the BCS funds in the checking account:
 1. Keeps track of any specific categories - example: money donated for textbooks
 2. Keeps all categories up to date and balanced
 3. Reconcile monthly with budget committee.

2. Is an authorized signer on the BCS checking account.

3. Presents a written report on checking account and all categories to the budget committee and BCS board monthly.

1.3. BCS Checking Account

Authorized signers for account:

- BCS Board President
- BCS Board Secretary
- BCS Board Treasurer
- BCS Administrator

For writing checks:

Two (2) signers preferred on each check

For deposits.

Deposits may be made by any of the following:

Administrator

Designated staff person

Any authorized signer on account

For any deposit made we need in addition to the deposit ticket from the bank:

A written indication of deposit. This will include:

Date

Total deposit amount

Itemization of what is being deposited:

change

1's, 5's, 10's, 20's, etc.

checks (amounts - don't need names on checks)

amounts on each of the above

Is this deposit for something in particular?

Indicate source of funds (fundraiser, donation, etc.)

Signed by two people indicating that they have each counted the amount and they both come up with the same figures.

Checkbook, register, and ledger will be kept in the fireproof locking file cabinet at the school. Extra checks will be kept there as well.