

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure: **Treasurer**

Number: SOP – O5

Authority: SCCA Constitution and By-Laws - Article II: Section 3, Article IV: Sections 1 and 4.

Effective Date: February 28, 2003

Revises Previous Date: November 7, 2001

The Treasurer shall be the Financial Officer of the Association; shall be responsible for the custody and the disbursement of Association funds and other assets; shall be custodian of the financial records of the Association; and shall have charge of the investment of the Association's funds subject to approval of the Board of Directors. The Treasurer shall give such bond for the faithful discharge of his/her duties as the Board of Directors may require, at the expense of the Association, and shall perform such duties as may from time-to-time be assigned to him/her by the Board of Directors. Also, he/she shall keep an itemized record, in a permanent file, of all receipts and expenditures, prepare and present a financial report quarterly to the Board of Directors, and shall turn over to his/her successor within thirty days of vacating office all books, records, and papers.

Upon taking office, the Treasurer shall ensure, with the assistance of the Committee on Inquiry Chairperson, that the Association's checking account is in balance.

The treasurer shall maintain the financial records for the Association by completing, at a minimum, the following duties:

1. Pay bills/expenses, as submitted, in a timely fashion.
 - a. Obtain budget requests for non-routine expenditures prior to paying. For all requests over \$500.00 obtain Board's signature/approval. Any questions regarding the payment of a bill/expense shall be directed to the President of the Association.
 - b. An invoice, receipt, contract, or other documentation shall be required and maintained by the Treasurer for each check written. As a courtesy to the membership, advances may be given with an approved Budget Request Form and with the understanding that the check recipient shall forward a receipt as soon as the money is spent; i.e., advance travel.

- c. When a check is written, it shall be noted on the check stub the date, recipient, amount, and reason for the check. It shall also be recorded in the monthly ledger into the proper expense category.

2. Make deposits, in a timely fashion.

- a. The Treasurer shall obtain from the Executive Secretary, all monies (cash and /or checks) for deposit into the Association's checking account. At no time should the Treasurer accept funds for deposit from anyone prior to a pre-numbered receipt being issued by the Executive Secretary. The pre-numbered receipt should be dated and initialed by the Treasurer prior to receiving the funds for deposit. The treasurer should record the receipt number on the bank deposit slip for all funds deposited for audit purposes.
- b. The Treasurer is responsible for making timely deposits into the Association's Bank Account. All deposit slips are kept and filed by the Treasurer.
- c. When a deposit is made, it shall be noted in the checkbook the date, and amount. It shall also be recorded in the monthly ledger into the proper income category.

3. Bank Reconciliation on a monthly basis.

- a. Upon receipt of the monthly bank statement, a member of the SCCA, other than the Treasurer shall reconcile it.
- b. The Treasurer is responsible for ensuring that the completed bank reconciliation shall be kept and on file.

4. Prepare a financial report quarterly to be submitted at the Quarterly Board Meetings. A financial status report (for the first nine months of the fiscal year) shall be prepared and submitted at the SCCA Annual Conference. An Annual Report shall be prepared and submitted to the Board of Directors as soon as possible after the close of business on December 31st. A copy of the Annual Report shall be included in the first "Reporter" published each year. These reports shall include, at a minimum:

- a. Account Balances Report
- b. Itemized Categories Report

5. The Treasurer shall provide, upon request, financial information to the Association President and Board of Directors.

6. The Treasurer shall maintain information of income and expenses for all fund raising events, and special activities of the association. This information should be provided in separate reports for review by the Board at the conclusion of each activity. At the end of each year all special activities of the Association should be compiled into a yearly recap and kept on file by the Treasurer. This report should be available for future reference and planning purposes.

At a minimum the following activities should be included:

- a. Fall Conference
- b. Women's Task Force
- c. C. O. Luncheon
- d. The Reporter
- e. SCCA Olympics

7. The Treasurer will be responsible for the following:
 - a. Ensuring that each chapter of SCCA submits, in a timely manner, quarterly reports to include the income and expenses for the Chapter as well as an annual report for the year. A copy of each report will be forwarded to the Chairperson – Chapter Development Committee to be maintained in accordance with the Standard Operating Procedures (SOP-C3).
 - b. Performing audits of each Chapter's financial records, at such times as determined by the officers of the association. These audits will be conducted in an effort to ensure that proper internal controls are in place for each Chapter of the SCCA.
 - c. Ensuring that each Chapter is provided with written guidelines on the financial responsibilities required to effectively oversee the chapter's operations and to serve as stewards of the chapter finances.
8. At the completion of his/her term, the Treasurer shall forward the original financial records to the new Treasurer within 30 days of vacating the office.
9. The new Treasurer shall receive the file cabinet containing at a minimum the following:
 - a. Checkbook with all unused checks and deposit tickets
 - b. Copies of Certificates of Deposits
 - c. Bank Statements with cancelled checks and check stubs
 - d. Financial Statements
 - e. Expenditures Files
 - f. Prior Period Files
10. At the completion of his/her term, the Treasurer shall forward the key to the Safe Deposit Box to the President of the Association.

11. The new Treasurer and the President of the Association shall have the signature cards at the Bank changed for the checking account and the Safe Deposit Box. The new Treasurer will be given a key to the Safe Deposit Box by the President.
12. The Treasurer shall also perform such duties as may from time - to - time be assigned to him/her by the Board of Directors.