



Cash Handling Procedures

1. Bank Reconciliations – each month the bank reconciliation should be performed. The closing bank statement balance should equal the accounting software bank account balance as well as the general ledger balance for the checking account.
 - a. The Bank Reconciliations should include the accounting software reconciliation, the bank statement, support for any ACH or Wire Transfer payments during that month, any debit or credit card purchase and support, support for any checks issued which, includes Executive Committee member approval, copies of the checks issued and copies of all deposit slips with copies of the corresponding checks or monies deposited.
2. Invoices – invoices or purchase orders should be submitted, to the Treasurer, for payment with the corresponding Committee Chairperson's initials on the invoice. This will confirm this is a legitimate expense and the Chairperson confirmed it's the correct charge. The Treasurer will get approval from one of the other Executive Committee members to pay this invoice. The approval can be the Executive Committee member's initial on the invoice or an email approval to pay.
3. Expense Reimbursement – the corresponding Committee Chair or Meet Director must approve these. This can be done by initialing the expense reimbursement spreadsheet or through email correspondence. The Treasurer will get approval from one of the other Executive Committee members to pay this invoice.
4. Credit Card or Bank Card Reconciliation – all of the charges to any NSC credit or debit must be reconciled each month just as the bank reconciliation is completed. There should be a corresponding receipt for each transaction with corresponding Committee Chair approval and Executive Committee member approval, other than the Treasurer.
5. Issuing of Checks – the Treasurer or President of the NSC shall issue all checks. The best practice will be for only the Treasurer to issue checks. The Treasurer will be responsible for securing the checkbooks for the account. Any checks issue for more than \$1,000 must include both the Treasurer and the President's signature. In this instance, the Vice President or the Secretary of the NSC must approve the invoice or expense reimbursement form being processed.