

ORSCNA TREASURER'S WORKSHEET & CHECKLIST

This form is to be used at each and every RSC quarterly meeting. It is not only for the protection of the Ohio Region, which is made up of the Area's and Group's it serves, but also for the protection of the Treasurer. The Treasurer, Vice-treasurer, or committee member in charge of the Treasury will follow all guidelines on this form and will sign it when the meeting is finished. The Vice-chair, Chair, or RD that is used for verification purposes will initial at the end of each checklist they are involved in and also sign the form.

For quarterly service meeting date of: _____.

- Beginning balance at start of Saturday's session: \$ _____.
- 15% of beginning balance for NAWS donation: \$ _____.
- RSC Vice-chair/Chair/or RD will compare bank statement to treasurer's report, and ensure that all deposit amounts are correct: _____.
- RSC Vice-chair/Chair/ or RD will ensure all check payees are as reported by treasurer: _____.
- Expenses:

TOTAL: _____

- Area/Group donations:

TOTAL: _____

- Other donations:

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- Balance end of Day 1: \$_____.

Beginning balance:	\$ _____
(-) Bank Charges:	_____
(-) Expenses:	_____
(-) NAWS donation:	_____
Total:	_____
(+) Area/group donations:	_____
(+) Other donations:	_____
TOTAL:	\$ _____

Beginning balance Day 2: \$_____.

Additional donations:

TOTAL: _____

All checks will be stamped "For Deposit Only" and endorsed. All donators and donation amounts will be put on deposit slip. All donation amounts will be entered onto the outside of the security bag. The Vice-chair/Chair/or RD will verify that the proper amounts are entered and will then enclose them in and seal the security bag for the bank. ____

Requests for funds:

TOTAL: _____.

RSC Vice-chair/Chair/or RD will verify checks written during business. ____

Beginning balance: \$ _____

(+) Additional donations: _____

Total: _____

(-) Requests for funds: _____

TOTAL: \$ _____

Additional donation to NAWS: (-) \$ _____

Ending Balance Day 2: \$ _____

Signatures

ORSCNA Position

