

# Financial Binder

## Instructions

Purchase a 1" binder and enough dividers to divide it into 5 sections. You will also need a 9"x12" envelope to hold your receipts.

### **Section One: Registration and Dues**

In the front of your Financial Binder put the registration and dues form to track which of your members have paid their registration and dues. Write each child's name down the left hand side and the dates of your meetings across the top. At the beginning of the year check off the registration box as you receive each member's registration money.

At each meeting, your treasurer should check off the boxes under the meeting date as the members bring in their dues. If someone chooses to pay dues in a lump sum, check off any many boxes in advance as the girl is paying for. For example if your dues are \$1 per meeting and a child brings in \$5, check off the boxes for the next 5 meetings.

### **Section Two: Receipts/Deposits**

Put a stack of Receipts/Deposits forms in this section. At each meeting your treasurer should log all receipts onto the Receipts/Deposits form. If a child brings in \$5 for dues in cash, the treasurer should not only check off the appropriate dues box in Section One, but also needs to log it on this form. Under Check#/Cash write "cash" then write who you received it from, "Susie Smith", what it was for "dues", and how much you received, "\$5."

If a child brings in three Badge Completion forms and a \$3.00 check to pay for the pins, the treasurer should write the check number, "1234", who it was from, "John Jones", what it was for, "badges", and how much, \$3.00."

If a member is paying for several items at once, you will need to list items separately. For example if a member brings in a check for \$20.00 that covers \$4.00 in dues, \$5.00 in camping fees, and \$11 in pin fees, you would log it like this: Check/Cash = "1234", From = "Teresa Thompson", For - "\$4 dues, \$5 camp, \$11 pins", Amount = "\$20.00."

At the end of each meeting, total the amount on your Receipts/Deposit form and double check it against the amount collected. (When you open your bank account you should ask for a bank bag to keep your money in.) Go to the bank and make your deposit. Log the deposit in Section Three, Bank Register, and then staple the deposit receipt from the bank to the Receipts/Deposit form and place it behind the receipts envelope in your binder. This way you will have a record off all receipts throughout the year and your bank register is up to date.

Make sure you make plenty of copies of the Receipt/Deposit form. You should at least have one for every meeting during the year.

### **Section Three: Bank Register**

This section is where you will keep track of all deposits and withdrawals from your club bank account. Say you receive \$20 at your meeting on Sept 1, and you have a current balance of \$100.00 Your entry should look like this:

<u>Check#</u>	<u>Date</u>	<u>Transaction</u>	<u>Category</u>	<u>Clear</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
	9/1/08	Deposit				\$20.00	\$120.00

When you write a check for something, you need to log it in the Bank Register at the same time you write it so that you don't forget. An entry may look something like this:

<u>Check#</u>	<u>Date</u>	<u>Transaction</u>	<u>Category</u>	<u>Clear</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
#1000	9/1/08	Quest	Pins and Awards		\$22.00		\$98.00

When you receive your bank statement, balance your bank account immediately. Match up all deposits and put a check mark under the "Clear" section to verify your amount is correct. Do the same for all checks that have cleared. Then take the bank balance and subtract any outstanding checks that have not cleared yet. The number you come up with should match the Balance column on your Bank Register form. An example is shown below:

<u>Check#</u>	<u>Date</u>	<u>Transaction</u>	<u>Category</u>	<u>Clear</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
	8/31/08	Beginning Balance					\$100.00
	9/1/08	Deposit		X	\$20.00	\$120.00	
#1000	9/1/08	Quest	Pins and Awards		\$22.00		\$98.00
#1001	9/18/08	Michaels Crafts	Supplies	X	\$27.00		\$71.00

If your bank statement shows a deposit on 9/1/08 for \$20.00 and check #1001 for \$27.00, but not check #1000, you would only check the cleared section for the items shown on your bank statement. Your bank statement says you have \$93.00 in your account. Take the \$93.00 and subtract the amount of any uncleared checks, in this case #1000 for \$22.00.  $\$93.00 - \$22.00 = \$71.00$ . This amount should match your current amount in the Balance column of your Bank Register form.

#### **Section Four: Bank Statements**

When you receive your bank statement, 3 hole punch it and place it in Section Four of your Financial Binder. When you have balanced your Bank Register, write "Balanced" across the top of the bank statement so that you know you have already completed this task. **SAVE ALL BANK STATEMENTS!**

#### **Section Five: Receipt Envelope**

Every time you write a check from your account, you **MUST** have a receipt to back it up. At the top of each receipt, write the check number that it belongs to and then place it in the Receipts envelope. After making any deposits, place your Receipt/Deposit forms (with the bank deposit receipt attached) behind the Receipts Envelope.