

# PRINCE HALL GRAND CHAPTER ORDER OF EASTERN STAR WASHINGTON & JURISDICTION



## TREASURER'S WORKSHOP

06 April 2024

# DUTIES OF THE TREASURER

- Receive all monies paid to the Chapter from the Secretary.
- Gives Secretary receipt for all monies received.
- Assure that all checks have minimum of two (2) signatures.
- Deposit the funds in a timely manner.
- Keep Worthy Matron and Chapter abreast of financial status of Chapter.
- Records in ledger all incoming and disbursements of funds for all accounts.



# RITUAL TREASURER DUTIES

To receive all monies from the Secretary, giving her a receipt therefore, and pay them out only upon an order signed by the Worthy Matron and Secretary. My badge of office, the Crossed keys within the Star, emblems of security, admonishes me to the strictest fidelity in the preservation and disbursement of the funds entrusted to my keeping. The distressed, and the necessary expenses of our Chapter would be forfeited by a violation of the sacred obligations assumed by me.



# BY-LAWS OF THE PRINCE HALL GRAND CHAPTER

## CHAPTER 3

### BY-LAWS OF THE PRINCE HALL GRAND CHAPTER

#### ORDER OF EASTERN STAR STATE OF WASHINGTON AND JURISDICTION

##### RELATIVE TO CHARTERED CHAPTERS

##### ARTICLE 10 DUTIES OF THE TREASURER

###### SECTION 1.

The Treasurer of a Chapter is the proper custodian of all its money, securities, and other fiscal properties, and they cannot be taken from her control and placed under the control of others. It shall be the duty of the Treasurer:

1. To receive from the Secretary all monies paid into the Chapter and give a receipt for the same.
2. To keep a true and accurate account of all money received by her in books of record of the Chapter and pay it out only by a vote of the Chapter and upon an order signed by the Worthy Matron and attested by the Secretary under the seal of the Chapter.

###### SECTION 2.

The Treasurer, when required by the By-laws of the Chapter, shall deposit the funds of her Chapter in such bank or banks as may be designated by the Chapter or its By-laws and shall, when so required by the Chapter or its By-laws, pay the funds out by check signed and counter-signed by those designated by the Chapter or its By-laws. The Treasurer shall keep the funds and accounts of her Chapter entirely separate from all others, and in case of the funds deposited in the bank, she shall deposit them in the name of, and to the credit of, the Chapter, as Treasurer.

###### SECTION 3.

The Treasurer shall be bonded in some good and reliable bonding company in such sum as may be designated in the By-laws of the Chapter, or by a vote of the Chapter, provided the Chapter has the sum of One Hundred (\$100.00) or more dollars in its treasury; the Chapter to pay the premium on said bond. She shall perform whatever duties may be assigned to her by the Worthy Matron in conforming to the By-laws of the Chapter SECTION 4. At the expiration of her term of office the Treasurer shall turn over to her successor in office all monies and books under her control belonging to the Chapter.

# RECEIVE MONEY FROM THE SECRETARY

- Receive all monies paid to the Chapter from the Secretary.
  - ❖ Count all monies received by Secretary.
  - ❖ Record all monies received and disbursed in the ledger book.
  - ❖ Deposit the funds within 3 business days.
- The Treasurer must give the Secretary a receipt for all monies received.



# TWO SIGNATURES REQUIRED ON A CHECK

- For **ACCOUNTABILITY** all checks written require minimum of two signatures. Those authorized on the bank signature card.

- Worthy Matron
- Treasurer
- Secretary as an alternate
- Associate Matron as an alternate



# MAKING DEPOSITS

- All money must be deposited in the bank within three (3) business days.
- Treasurer must receive a deposit slip from the bank.
- Deposit slip must be attached to the ledger page for the month the money was deposited.



# CHAPTER FINANCIAL STATUS

- Treasurer should provide the Chapter with a report of each previous month.
- This report will show at a minimum the following:
  - Beginning Balance
  - Credits/Deposits/Bank fees
  - Disbursements with check numbers
  - Outstanding checks
  - Checks cleared
  - Voided Checks
  - Earmark money
  - Working balance
  - Ending balance



# SAMPLE TREASURER REPORT



Name of Chapter No. ##  
 Order of Eastern Star (PHA)  
 State of Washington and Jurisdiction  
 Address:

## FINANCIAL REPORT

Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Conductress and Members of Amaranth  
 Chapter #48, our Financial Report for period of March 2024 is as follows:

DESCRIPTION	PAYMENT	DEPOSIT	BALANCE
<b>BALANCE BROUGHT FORWARD</b>			\$1.00
<b>INCOME RECEIVED:</b>			
A. Annual Dues (\$60.00):			
C. Degree Income (New member sashes, ritual, etc.):			
D. Petition Fee:			
E. Other Income:			
F. Reinstatement Fee \$25:			
<b>TOTAL INCOME RECEIVED:</b>			\$0.00
<b>TOTAL INCOME BALANCE</b>			\$1.00
<b>EXPENSES:</b>			
A. Chapter Room Rental (\$1.50 Qty):			
B. Grand Chapter Taxes (\$4.75 each @ 16 members):			
C. Grand Chapter Charity (\$1.50 each @ 16 members):			
D. Fundraiser Expense:			
E. Other Expense:			
F. Grand Visitation Expense:			
G. Secretary's Operation Fund:			
H. Miscellaneous Expense:			
<b>TOTAL EXPENSES:</b>	\$0.00		
<b>REQUEST FOR DONATION:</b>			
A. Fraternal Assistance:			
B. Hail and Farewell:			
C. Other:			
<b>TOTAL DONATIONS:</b>	\$0.00		
<b>TOTAL DISBURSEMENTS:</b>	\$0.00		

ENDING BALANCE		\$1.00
<b>PROJECTED EXPENSES:</b>		
A. Chapter Room Rental (\$1.50 Qty):		
B. Grand Chapter Taxes (\$4.75 each @ 16 members):		
C. Grand Chapter Charity (\$1.50 each @ 16 members):		
E. Other Expense:		
<b>TOTAL PROJECTED EXPENSES:</b>	\$0.00	
<b>PROJECTED AVAILABLE BALANCE</b>		\$1.00

CASH RECEIPTS:		
FROM	REASON	AMOUNT
	<b>TOTAL INCOME RECEIVED</b>	\$0.00
DISBURSEMENTS:		
TO	REASON	AMOUNT
	<b>TOTAL DISBURSEMENTS</b>	\$0.00

Approved Day Month Year  
 Seal of Chapter #

Jane Doe, Treasurer  
 Name of Chapter #

# MAINTAIN ALL RECORD BOOKS

1. Record information from checkbook to financial ledger.
2. Record information from bank statement to financial ledger.
3. Maintain record of funds balance.
4. Prepare and give treasurer report at each meeting

<b>\$800.00</b>	<b>Amount Brought Forward</b>		<b>Credit</b>	<b>Check #</b>	<b>Debit</b>	<b>Balance</b>
4 Sep 23	Deposit- PM Jane Doe and PP Doe John Dues		\$200.00			\$1,000.00
4 Sep 23	PHGC OES Grand Taxes			101	\$100.00	\$900.00
4 Sep 23	PHGC OES Grand Charity			102	\$50.00	\$850.00
4 Sep 23	Chapter #1 Event Donation			103	\$100.00	\$750.00
5 Oct 23	Deposit- Chicken Dinner Fundraiser		\$500.00			1,250.00
5 Oct 23	Puget Sound Lodge Chapter Rental			104	\$200.00	1,050.00
5 Oct 23	Bank Fee				\$6.00	\$1,244.00

# TREASURER BOOKS

1. Receipt Book
2. Financial Ledger Book
3. Checkbook
4. Treasurer Reports
5. Bank statements to include copies cleared checks
6. Warrants signed by the Worthy Matron and Secretary.
7. Deposit slips from bank.

# RECOMMENDATIONS

- Secretary and Treasurer should meet prior to the stated meeting to reconcile books.
- If there's money that needs to be turned in prior to the stated meeting. Arrange to meet with Secretary to turn in the funds.
- Provide at the stated meeting a treasurer report in digital or hard copy so members are informed.

# QUESTIONS

