

# *Treasurer's Document*

## **Items to be archived by Treasurer in preparation for an Audit**

1. TD Waterhouse monthly account statements
  2. Monthly photocopies of member contribution checks
  3. Monthly software valuation statements
  4. Monthly software member status reports
  5. Complete Journal/Ledger for the year
  6. Club Checkbook
  7. Petty Cash Journal for the year
  8. Transactions Summary for the year
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## **Items to be done by Treasurer on the first day of every month**

1. Login to TD Waterhouse account, click on My Account, then click on Balance and print the page
  2. Click on Holdings and print the page
  3. Click on History, Click on "Last 60 Days" button on the bottom, print the page and logout
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## **Items to be done by Treasurer every month for club accounting**

1. **Dates are very important in all the following actions**
2. Enter new members if there are any.
3. Enter Deposits in the form of payments as well as petty cash, dates are very important.
4. Enter Dividends as reinvested distributions
5. Enter checks that were distributed as expenses
6. Enter Interest for the month
7. Enter stock valuations
8. Do an Audit
9. Print Valuation statement for the month
10. The sum of "Cash on Hand - Broker" and "Petty Cash" should be equal to the "Total Account Balance" obtained from TD Waterhouse from step 1 of the previous paragraph
11. Print Member status report for the month