

FLOW	PURPOSE	FUNCTION	SIGNERS
<b>A</b>	Separates receipts & disbursement transactions and provides independent check. Utilizes savings to maximize interest income. Documents each transfer for audit trail.	<ol style="list-style-type: none"> <li>1. Club office deposits members' receipts.</li> <li>2. Accountant maintains account balance and draws transfer checks for Officers to sign.</li> </ol>	Officers
Depository Account Checking/ Savings			
<b>B</b>	Isolates disbursements to vendors and suppliers.	<ol style="list-style-type: none"> <li>1. Club bookkeeper prepares checks to pay vendors bills.</li> <li>2. Club bookkeeper totals checks and requests accountant to transfer funds.</li> <li>3. Accountant informs Treasurer purpose of transfer and draws check on Account "A" for Officer to sign.</li> </ol>	Officers
Disbursement Account Checking			
<b>C</b>	Identifies major expenditure as funds used for net payroll. Transfer must equal payroll register amount.	<ol style="list-style-type: none"> <li>1. Club bookkeeper obtains net pay from computer run.</li> <li>2. Club bookkeeper informs accountant of amount to transfer.</li> <li>3. Accountant informs Treasurer purpose of transfer &amp; draws check on Account "A" for Officer to sign.</li> </ol>	Officers Manager
Payroll Account Checking (Imprest Balance)			
<b>D</b>	Isolates Manager's expenditures for minor items.	<ol style="list-style-type: none"> <li>1. Club bookkeeper lists checks paid by Manager.</li> <li>2. Club bookkeeper totals checks and requests accountant to transfer funds.</li> <li>3. Accountant informs Treasurer purpose of transfer &amp; draws check on Account "A" for Officer to sign.</li> </ol>	Officers Manager
Manager's Account Checking (Imprest Balance)			