

Catholic Daughters of the Americas
Conducting a Court Financial Review

FINANCIAL SECRETARY BOOKS: (FS)

Take the FS small receipt books and see that all the receipts are listed in the cash book.

The receipts the T wrote to the FS should be attached in the cash book. Each of the T's receipts should total to the matching entries listed in the cash book.

After verifying that the receipts in the small receipt book are listed in the cash book, someone can then see that the receipts for dues (and other items as instructed by state officers) are written on the correct member's page in the membership ledger.

TREASURER BOOKS: (T)

Operating Account: One person takes the checkbook; one person takes the bank statement & deposit (slips) book (if court has one) or copies of the deposit slips; and one person takes the T's small receipt book and big black book called the Treasurer's Account Book.

The person with the bank statement can call out the deposits listed on the bank statement. Compare to deposit slip book, T's receipt book, checkbook, and T's account book. Make a check mark by each one that matches.

Then the person with the bank statement calls out the checks that have cleared the bank. Check these off in the checkbook and in the T's account book.

Make sure all the checks written are listed in the T's account book. The checks which have not been checked off should be the outstanding checks listed on the reconciled bank statement.

Make sure the bank statement is reconciled and matches the checkbook balance. The operating account bank balance and the outstanding checks are listed in the T's account book.

All other bank accounts, money markets, CDs etc. should be reviewed and their month end balances should also be listed in the T's account book.

Verify that T's monthly report shows the same information as the checkbook & T's account book.

MISCELLANEOUS:

Take the folder of paid bills, the T's account book, the Recording Secretary's minutes, standing rules and copy of the budget. Make sure that all bills paid have been approved by vote, budget or standing rules. Make sure that checks were written for all motions requiring a payment. Make sure the paid bills have expense receipts attached.

Review members' additions, deletions, transfer forms and see that they are filled out correctly.

JCDA funds in a court should be reviewed just as the senior court's books were reviewed.

Fill out the semi-annual financial review form (information taken from the T's account book), sign and mail to appropriate persons. Keep a copy of the review form for your court's records.