

1090. Bookkeeping

Invoices pertaining to the Mary E. Theler Community Center are paid by check on a timely basis as received. The Manager is responsible for writing the checks and recording the expenditures. All disbursements are recorded in the check register and are distributed into accounting categories in the accounting system.

The books are reconciled each month, by a bookkeeper or accountant with a monthly receipt and distribution and cash flow report given to each Board member at the monthly meeting.

A bookkeeper or accountant reviews the records monthly.

Bank deposits are made twice a week at a minimum.

A percentage of the monthly revenue is deposited into a savings or investment account periodically, as authorized by the Board of Directors.

The IRS withholding payment for staff wages is made monthly.

The payment to Washington State Labor and Industry and Employment Security is made quarterly.

Each bank statement will be reconciled monthly by the Manager and reviewed by an accounting service. The statement should balance to the check register. A monthly statement of receipts and disbursements is also filed each month and distributed to the Board members.

The bookkeeper or accountant will be contracted by the Board and will report to the Treasurer.

This policy shall be in force until incorporated in Policy 3001 "Financial Management."

"where community and nature walk hand-in-hand"