

# Maintaining Chapter Financial Records

## A How-To-Guide for Treasurers

Day-to-day record keeping for the chapter treasury is a very important yet simple operation.

Two types of accounts may be helpful, Cash Disbursement & Petty Cash.

**Cash Disbursement** is a simple record showing all monies received and disbursed during the fiscal year. It is recommended that records are kept using spreadsheets on the computer but may be kept by paper in a ledger book. However you choose to keep your chapter's financial records, **use the categories listed below to simplify the annual reporting process:**

REVENUE CATEGORIES
Educational Meetings
Educational Products
ANNA Chapter Grants/Awards
ANNA National Grants/Awards
Individual donations
Corporate/Vendor support
Fundraising
Newsletter income
Sales of non-educational products
Miscellaneous (not categorized above)
Interest & Dividends
Net gain (loss) on investments

EXPENSE CATEGORIES
Educational Meetings
Speaker Honorarium
Travel and Entertainment
Chapter/Board meeting
Postage/Shipping
Supplies and Telephone
Printing, copying
Grants, scholarships, Awards
Newsletter expenses
Fundraising expenses
Non-Educational Products expenses
Miscellaneous expenses

**Petty Cash** is a way for the chapter to keep a small amount of cash on hand for miscellaneous expenses such as postage, stationery, and copying. Keeping no more than \$100.00 in petty cash should be sufficient. Petty cash should be counted periodically to be certain that what is recorded in the account matches what is on hand. Responsibility for the petty cash should lie with the Treasurer. The account records for petty cash disbursement may be kept as follows.

DATE	DESCRIPTION	DEPOSIT	WITHDRAWAL	CATEGORY	BALANCE
					\$5.00
2/2	Petty Cash Replacement	\$25.00			\$30.00
2/3	Postage Expense (Feb. Meeting)		\$20.00	Misc. Postage	\$10.00
2/3	Stationery (Feb. Meeting)		\$10.00	Misc. Expense	\$0.00
3/6	Petty Cash Replacement	\$30.00			

Regardless of the type of account the chapter has:

- Accurate bookkeeping records of even the simplest kind MUST be kept.
- The Chapter President to review them at least quarterly with the Treasurer

An annual or biannual audit of the chapter treasury by a certified public accountant is advisable if the treasury maintains an average balance over \$10,000. The ANNA National Office and/or ANNA Board of Directors may audit chapters if deemed necessary. It is recommended that chapter financial records should be kept for 10 years.