

PSO Treasurer Guidelines and Policies

The PSO treasurer's primary function is to: maintain accurate recording of deposits and expenses, handle banking deposits, verify proper documentation of check requests, write checks, prepare annual budget for presentation at first unit PSO meeting, prepare files for annual audit report, and provide information to PSO Council as requested. (summarized from BBH PSO By Laws)

*Review the BBH PSO Council ByLaws, Standing Rules, and each of your unit Standing Rules to ensure adherence. These should be posted on each unit's website.

- 1) Every PSO Treasurer must enter their transactions into QuickBooks in a timely manner and must keep their QuickBooks files reconciled monthly to the bank statement.
- 2) Every request for reimbursement for expenses must be accompanied by a fully completed reimbursement form that is signed by the appropriate PSO officers and contains a detailed explanation of the expense. Email approve is acceptable
- 3) The check request form needs to be approved by someone other than the officer who is signing the check. Check requests cannot be approved by the payee of the request.
- 4) The check signers (the President and the First Vice President) cannot sign checks for themselves.
- 5) All reimbursement requests must be accompanied by original receipts. If the receipt is lost, a hand written detail of the expenses must be provided.
- 6) Checks made out to Cash are prohibited.
- 7) Maintaining a petty cash fund is prohibited by any PSO board member
- 8) Checks cannot be written to PSO members to pay them for services provided.
- 9) A budget should be prepared over the summer and presented to the Executive Board for an approval vote. Once the budget is approved by the Board, it should be presented to the Membership and voted on for approval.
- 10) If a committee or group feels that they are going to spend more than their budgeted amount, then this revised budget must be presented to the Membership and voted on

for approval. The committee must not spend over 10% of their budget without Membership approval.

- 11) The confirmation receipt for bills paid on-line should be printed and attached to a completed reimbursement form with the notation that the bill was paid online.
- 12) Every PSO Treasurer will be required to provide the PSO Council Treasurer with a review of his or her books in **October and March** to ensure that the policies are being followed. The review may be in the form of a meeting with the PSO Council Treasurer or an e-mail of a specific QuickBooks report to the PSO Council Treasurer for review.
- 13) All PSO Bylaws and Standing Rules concerning financial matters must also be adhered to in addition to these Treasurer Guidelines.