



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

RECEIPTS POLICY

Purpose

To provide guidance and procedure to the Treasurer for the receipt, deposit, and accounting of funds received by the association.

Receipt of Funds

The association participates in many activities that require the receipt, handling, usage and disbursement of funds on an ongoing basis.

All funds received for any activity of the association will be routed to the treasurer. The treasurer has full receipt handling privileges and responsibilities. Per association Bylaws, The treasurer is the custodian of all monies of the Association, however received, to keep accurate records of all receipts, expenditures and financial transactions involving or concerning the Association.

All receipt of funds will be entered into Quick Books.

Security and Handling of Funds

All funds received for any purpose will be placed in a secure location until deposited in an association account. Funds received from any other association Officer, Board or Member will be forwarded upon receipt to the treasurer.

Deposit of Funds

All funds received by the treasurer shall be deposited via bank procedures at a reasonable time set by the treasurer after receiving said funds.

Report of Bank Transactions

The treasurer will complete a reconciliation of each association bank account and present to the association President or designee at the monthly board meeting for review. The treasurer will provide to the association board of directors that each bank account has been reconciled and this will be noted in the business meeting minutes.

Financial Audit

On an annual basis, the treasurer will ensure that an audit is performed on all financial accounting procedures of the association.