



## **POLICY**

### **Checks**

In order for Pathways of Healing to fully account for all organization bank checks, the following shall be the board policy:

- Only the President and Treasurer shall write organization checks, deposit funds, or transfer funds between the bank account and other accounts (e.g. PayPal).
- All checks and bank transfers shall be discussed at each organization board meeting when the board discusses its Treasurer's Report. Each check, deposit, and transfer shall be listed in the Treasurer's Report
- All checks shall have a Memo which completely describes the specific purpose for the check with sufficient detail so the check's purpose is clearly understood. No memo shall ever be blank.

Sample memos would be "PO Box annual rent for 2012", "PRC 2013 corporation report filing fee", "Office supplies (paper, printer ink)", "Vet bill for Fido (invoice 12345)", "Fundraising expenses for 1/12/13 El Dorado event".

- A copy of all checks, transfer slips, deposit slips and monthly bank statements shall be stored in the organization's records.
- It is also recommended that the mailing address for Pathways of Healing checks be the organization's PO Box and not a home address.

**This policy was approved by the Pathways of Healing board at the following meeting**

**APRIL 3, 2014**