



POLICY

Financial Reporting

In order for all board finances to be accountable to all board members and the public, and be fully recorded in the organization's records, the following shall be the board policy for this topic:

- The Treasurer shall maintain complete documentation for all board finances (e.g. receipts, invoices, check book, bank statements, PayPal transactions/balance, monetary donations). These shall be maintained in the organization's records.
- All board finance records shall be open. As a tax exempt 501(c)(3) organization this requirement is mandated by the IRS and also shows this organization is completely open about its activities.
- All board finances shall be recorded in a **Monthly Treasurer's Report** which lists all monthly financial activity from the prior report. This report shall include both bank account and PayPal activity and their balances. See page 2 for a sample monthly report.
- All treasurer reports shall be month based so these can be easily verified against the organization's checking account's bank statements. Multiple month reports are acceptable if a board meeting does not occur for several months.
- A summary **Yearly Treasurer's Report** shall be produced at the end of each year which concisely documents the board's financial activities for the year. This summary report is in addition to the monthly reports. See page 3 for a sample summary report.
- The current treasurer report shall be presented at each board meeting. A consolidated version of this report shall also appear in board meeting minutes.
- A **PayPal Report** shall also be presented (see page 4 for a sample).

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

JANUARY 16, 2014



Monthly Treasurer's Report Sample



Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

Treasurer's Report

October 1, 2013 to December 31, 2013

Based on data from Susan Kinzie (President) • January 9-10, 2014

BANK - Los Alamos National Bank (LANB)	
Balance as of October 1, 2013	1,077.72
DEPOSITS	
October	
Bank Interest	0.01
Donation - David Craig - 1/2 vet bill (61.50) for Desert Paws cat Bushy Bob	30.75
Donation - David Craig - Pathways pens and business card holders	76.72
November	
Bank Interest	0.01
Donation - David Craig - Supplements for Desert Paws cat Bushy Bob	58.00
December	
Bank Interest	0.01
TOTAL DEPOSITS	165.50
EXPENSES	
October	
Check 1019 - Desert Paws - Vet bill for Desert Paws cat Bushy Bob	61.50
Check 1020 - VistaPrint - Pathways pens and business card holders	76.72
November	
Check 1021 - Voided (replaced by check 1022)	
Check 1022 - Desert Paws - Supplements for Desert Paws cat Bush Bob	58.00
TOTAL EXPENSES	196.22
PERIOD NET ACTIVITY	(30.72)
Balance as of December 31, 2013	1,047.00

PayPal - PathwaysOfHealingNM@live.com			
Balance	October 1, 2013		10.08
Gross Payment	Comment	Fee	Net Payment
---	---	---	---
0.00		0.00	0.00
Balance	December 31, 2013		10.08

TOTAL BALANCE

\$1,057.08

Treasurer's Report
October 1, 2013 to December 31, 2013

Prepared: January 12, 2014
Page 1 of 1



Year Summary Treasurer's Report Sample



Treasurer's Report 2013

BANK - Los Alamos National Bank (LANB)	
Balance as of January 1, 2013	1,104.59
DEPOSITS	
Bank Interest	0.16
Krispy Kreme donut card sales (3 cards)	36.00
Donations	166.47
TOTAL DEPOSITS	202.63
EXPENSES	
Filing fees	10.00
Post Office Box rental (2 years)	54.00
Promotional materials (business cards, etc)	76.72
Donations to Desert Paws (cat Bushy Bob vet bill and supplements)	119.50
TOTAL EXPENSES	260.22
PERIOD NET ACTIVITY	(57.59)
Balance as of December 31, 2013	1,047.00

PayPal - PathwaysOfHealingNM@live.com			
Balance	January 1, 2013		0.00
Gross Payment	Comment	Fee	Net Payment
11.00	Donation	0.92	10.08
11.00		0.92	10.08
Balance	December 31, 2013		10.08

TOTAL BALANCE

\$1,057.08




Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

PayPal Report Sample



Pathways of Healing
PO Box 1555 • Peña Blanca • New Mexico • 87041
www.PathwaysOfHealingNM.org

PayPal Account PathwaysOfHealingNM@Live.com Balance and Transactions
January 1, 2013 - December 31, 2013

David Craig • Secretary • January 9, 2014



My Account

Send Money

Request Money

Merchant Services

Products & Services

Overview

Add Money

Withdraw

History

Resolution Center

Profile

Recent Activity

All activity

Find a transaction

Select

1/1/2013

to

12/31/2013

Show

Balance

\$10.08

USD

All activity

All activity (with balance)

Payments received

Payments sent

More filters

All activity - Jan 1, 2013 to Dec 31, 2013

Print

Download: CSV

More

Move to Recent Activity				What's this				
Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount
Mar 2, 2013	Payment From	shirl casner	Completed	Details		\$1.00	-\$0.33	\$0.67 USD
Mar 2, 2013	Payment From	shirl casner	Completed	Details		\$10.00	-\$0.59	\$9.41 USD

Move to Recent Activity

What's this

The most common payment statuses [View more status types](#)

Canceled: The sender canceled this payment.
Completed (referring to a bank withdrawal): Money is being transferred to your bank account. Allow up to 7 days for this transfer to complete.
Completed (referring to a payment): Money has been successfully sent to the recipient.
Denied: The recipient chose not to accept this payment.
Held: Money is being temporarily held. The sender may be disputing this payment, or the payment may be under review by PayPal.

Pending: This payment is being processed. Allow up to 4 days for it to complete.
Returned: Money was returned to the sender because the payment was unclaimed for 30 days.
Unclaimed: The recipient hasn't yet accepted this payment.