PO Box 1555 • Peña Blanca • New Mexico • 87041

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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:

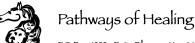
- The Treasurer shall maintain complete documentation for all board finances (e.g. receipts, invoices, check book, bank statements, PayPal transactions/balance, monetary donations). These shall be maintained in the organization's records.
- All board finance records shall be open. As a tax exempt 501(c)(3) 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 ${\bf JANUARY\ 16,\ 2014}$

Policy -- FINANCIAL REPORTING

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Monthly Treasurer's Report Sample



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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

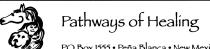
\$1,057.08

Treasurer's Report October 1, 2013 to December 31, 2013 Prepared: January 12, 2014 Page 1 of 1

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Year Summary Treasurer's Report Sample



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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

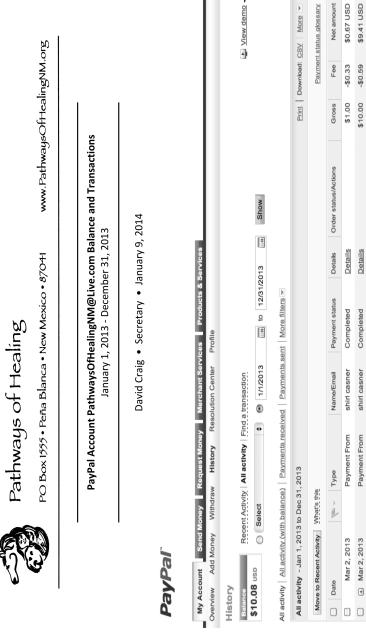
\$1,057.08

Treasurer's Report

Prepared: January 11, 2014 Page 1 of 1



PayPal Report Sample



The most common payment statuses

Move to Recent Activity What's this