

Secretary & Treasurer School

Grand Chapter Royal Arch Masons of MD
John Lister & Randy Watson

Treasurers Duties

- To receive all monies from the hands of the Secretary
- Keep a fair and just account of the same
- Pay them out again by order of the High Priest with the consent of the Chapter

Methods

The methods by which the Treasurer performs his duties are determined by the

- size of the chapter
- The number of transactions (deposits and expenses)
- Investments by the chapter
- Special projects planned

Methods Con'td

- Stubby pencil and columnar pad
- Low tech – use Excel spreadsheet
- Medium tech – Quicken
- High Tech – Quickbooks
- Two types of accounting
 - Cash basis
 - Accrual basis

Methods Con'td

- Don't co-mingle funds
 - Monies for chapters, councils, and commanderies must be kept in separate bank accounts. Keep separate accounting of designated and non-designated funds.
- Set up a chart of accounts – income & expenses

Acct #	Description
1.0	Grand Officers Expenses & Related Items
1.1	Grand Secretary
1.2	Grand Lecturer
1.3	Grand Treasurer
1.4	Grand Sentinel
1/5	Grand Organist

Methods Cont'd

- Record Deposits

<u>Payee</u>	<u>Check#</u>	<u>Date</u>	<u>Amount</u>	<u>Assessments</u>	<u>Exaltations</u>	<u>CAHP Fee</u>	<u>D. Ross VanSant Fund</u>	<u>Ritual Books</u>	<u>Multi Juris</u>	<u>-</u>	<u>-</u>	<u>Amount Booked</u>
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- Secretary should provide warrants for checks to be written, signed by him and High Priest
- Use two signature checks
- Encourage donations to charities by including on dues statements

Methods Cont'd

- Keep a budget and keep it simple.
 - It should reflect the accounts on your chart of accounts.
 - Start by using the total amounts of last year as a budget. The chapter should have a Finance & Budget committee. Secretary and Treasurer should be ex-officio members of committee. High Priest/King should be member to accommodate upcoming year.
- Provide periodic reports of income and expenses to Secretary, High Priest and Chapter

Questions??