

TO: G.P.R.S.C.
FROM: MIKE B. REGIONAL TREASURER
SUBJ: REPORT FOR AUGUST SERVICE MTG.
DATE: JULY 31, 1991

In light of recent financial issues around accountability it is becoming increasingly apparent that changes need to occur. Currently the Regional Checking Account has a discrepancy of \$1,459.25 (see attached financial report). We are fortunate that this time it appears that we have more money in the account than listed. Due to the need for increased financial accountability the following procedures will be implemented immediately.

- (1) Prior to having a check issued the sub-committee chair/co-chair will need to submit a check request form (see attached form).
- (2) Prior to a sub-committee receiving any additional monies all receipts for monies issued previously will need to be turned into the regional treasurer.
- (3) When monies are issued for travel, trusted servants will need to submit an itemized list of all expenditures, along with all receipts. Again, no additional monies will be released until the itemized list and receipts are received.

In order for the region to have an accurate record of all monies spent to prepare yearly tax reports, and to heighten our level of accountability these changes are imperative

In loving service,



Mike B.
Regional Treasurer

G.P.R.S. FINANCIAL REPORT

JULY 31, 1991

Bank statement balance June 30, 1991	\$10,703.16
Deposits not credited to account	<u>80.00</u>
Total	\$10,783.16
Total checks outstanding	<u>5,849.00</u>
Balance	4,934.16
Balance per checkbook	<u>3,474.91</u>
Discrepancy	\$1,459.25

In researching the account I have been unable to locate the additional monies. I suggest that after receiving the July Bank Statement and balancing the accounts should the discrepancy still exist that the \$1,459.25 be added into the account.

A handwritten signature in cursive script, appearing to read "JMB", is located in the lower right quadrant of the page.

CHECK REQUEST FORM

DATE _____

CHECK # _____

COMMITTEE ACCOUNT TO BE CHARGED _____

CHECK PAYABLE TO: _____ AMT. \$ _____

REQUESTED BY: _____

RECEIPTS RECEIVED: _____

CHECK REQUEST FORM

DATE: _____

CHECK # _____

COMMITTEE ACCOUNT TO BE CHARGED: _____

CHECK PAYABLE TO: _____ AMT. \$ _____

REQUESTED BY: _____

RECEIPTS RECEIVED: _____

CHECK REQUEST FORM

DATE: _____

CHECK # _____

COMMITTEE ACCOUNT TO BE CHARGED: _____

CHECK PAYABLE TO: _____ AMT. \$ _____

REQUESTED BY: _____

RECEIPTS RECEIVED: _____
