

NATIONAL FRATERNITY of the SECULAR FRANCISCAN ORDER - USA

**ACCOUNTING SYSTEM & FORMS FOR REGIONAL TREASURERS**

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<u>FORM TITLE</u>	<u>(See A)</u>	<u>FILE NAME</u>
<b>CHECKING ACCOUNT LEDGER</b>	1	ch-ledger
<b>CHART OF ACCOUNTS</b>	2	chart-ac
<b>ACCOUNT LEDGER</b>	1	ac-ledger
<b>REGIONAL TREASURER'S REPORT</b> (quarterly)	2	TREAS-4
<b>REGIONAL TREASURER'S REPORT</b> (annual)	1	TREAS-3
<b>FRATERNITY LEDGER</b>	1	fr-ledger
<b>FRATERNITY SUMMARY REPORT</b>	2	frat-rep

A. PLEASE COPY THESE FORMS AS NEEDED - always retain a supply of blanks. All forms may be filled in by hand (see above number 1 or 2):

1. Ink must be used for permanent records;
2. Pencil may be used for reports that are periodically updated.

B. The **CHECKING ACCOUNT LEDGER** is your basic record of all entries. If all income is deposited and all expenses are paid by check only, this ledger will reflect all financial transactions of the Province/Region. The checking account must be reconciled to the bank account statement monthly.

C. The **CHART OF ACCOUNTS** is prepared or modified yearly in the budget preparation and approval process. New **ACCOUNT LEDGERS** are begun each year for the newly budgeted income and expense accounts.

D. An **ACCOUNT LEDGER** is kept for every active account, whether income or expense. All **CHECKING ACCOUNT LEDGER** items must be posted from that ledger to the appropriate **ACCOUNT LEDGER** monthly or quarterly.

E. **ACCOUNT LEDGER** totals at the end of the quarter/year are entered on the **TREAS-4** or **TREAS-3** reports. PLEASE NOTE: Beginning "Total cash" plus "Total income", less "Total expenses", MUST ALWAYS EQUAL ending "Total cash".

F. A **FRATERNITY LEDGER** is kept for each fraternity and is updated by information received on the annual fraternity reports and postings from the **CHECKING ACCOUNT LEDGER**.

G. Per capita receipts are posted from the **CHECKING ACCOUNT LEDGER** to:

- i. the "Per Capita" **ACCOUNT LEDGER** by deposit totals.
- ii. the individual **FRATERNITY LEDGER** for each deposited item.

H. The **FRATERNITY SUMMARY REPORT** is prepared each quarter/year by updating it with information from the **FRATERNITY LEDGERS**.

I. The official annual financial report of the province/region consists of the **TREAS-3** (or **TREAS-4**, if preferred) and the **FRATERNITY SUMMARY REPORT** as updated through the year end (plus details from **ACCOUNT LEDGERS**, if desired).

file: forms

June 13, 1993