

## **Treasurer's Report Policy**

The purpose of this Treasurer's Report Policy is to establish guidelines for the preparation, presentation, and distribution of financial reports by the Treasurer of Best S.T.E.P. Forward. This policy aims to ensure transparency, accountability, and effective financial management.

### **1. Submission of Receipts:**

1.1 All individuals incurring expenses on behalf of the organization are required to submit original receipts to the Treasurer for any expenditure.

1.2 Receipts should be submitted promptly, within 10 days of incurring the expense.

### **2. Communication:**

2.1 The Treasurer will communicate with individuals submitting receipts to address any issues, request additional information, or provide updates on the reimbursement process.

2.2 Clear communication channels will be established to address any concerns or queries related to the submission of receipts.

### **3. Statement Submission to Accountant:**

#### **Frequency of Submission:**

The Treasurer is responsible for submitting financial statements to the accountant on a regular basis. The frequency of submission will be determined by mutual agreement between the Treasurer and the accountant, but it is typically monthly.

#### **Accuracy and Completeness:**

The Treasurer is responsible for ensuring the accuracy and completeness of the financial statements submitted to the accountant.

Any significant transactions, events, or changes in financial position should be clearly communicated to the accountant.

### **4. Submission of Reconciliation Reports:**

#### **Frequency of Reconciliation:**

The Treasurer is responsible for conducting regular financial reconciliations, including but not limited to bank statements,   TBDO  ,        and other financial records.

Reconciliations should be performed on a monthly basis, prior to monthly committee meetings.

## **5. Preparation of Reconciliation Reports:**

The Treasurer is responsible to prepare detailed reconciliation report that clearly outline the process, adjustments and outcomes of reconciliation.

Reports should be comprehensive, providing a breakdown of reconciled items, any outstanding discrepancies, and explanations for variances.

### **Submission to Committee:**

1. Completed reconciliation reports shall be submitted to the Committee for review and approval.
2. The Committee will thoroughly review the reconciliation reports to ensure accuracy and compliance.
3. The approved reports will be documented, and any required adjustments or corrective actions will be communicated to the Treasurer.

## **6. Public Release of Reconciliation Reports:**

### **Frequency:**

Reconciliation reports may be released to the public on a (specified frequency-TBD) basis, or as otherwise determined by the Best S.T.E.P. Forward's Committee.

Reconciliation reports intended for public release should be made available within 5 days after receiving committee approvals and completing the internal review process.

### **Access to Reports:**

Reconciliation reports will be made available to the public through the Best S.T.E.P. Forward's website or other designated platforms.