

California/Nevada District Exchange Clubs - Standard Operating Procedure

Role: District Treasurer

1. Purpose

This document outlines the standard processes and procedures for the District Treasurer within the California/Nevada District Exchange Clubs. Its purpose is to ensure the proper management of district funds, including collection, deposit, and disbursement, in accordance with district and national regulations.

2. Scope

This procedure applies to the individual serving as the elected or appointed District Treasurer for the California/Nevada District Exchange Clubs.

3. Core Responsibilities Overview

The District Treasurer is the caretaker of all district monies. Key responsibilities include:

- Collecting all funds due to the district.
- Depositing all funds.
- Disbursing funds as designated by the district board of directors.

4. Detailed Procedures

4.1. Funds Collection

- Objective: To collect all monies owed to the district in an organized and timely manner.
- Frequency: As required, based on district financial obligations and schedules.
- Method: Implement a system for invoicing, receiving, and recording funds.
- Process:
 1. Generate invoices or requests for funds due to the district.
 2. Receive and record all payments.
 3. Track outstanding payments and follow up as necessary.

4.2. Funds Deposit

- Objective: To deposit all collected funds safely and promptly.
- Frequency: Regularly, according to best practices for financial security and district policies.

- Method: Utilize appropriate banking procedures and maintain accurate deposit records.
- Process:
 1. Prepare deposits for the bank.
 2. Deposit funds into the district's designated bank account(s).
 3. Maintain records of all deposits.

4.3. Funds Disbursement

- Objective: To disburse funds in accordance with the directives of the district board of directors.
- Frequency: As authorized by the district board of directors.
- Method: Issue payments using approved methods and maintain detailed records.
- Process:
 1. Receive and verify payment requests.
 2. Prepare and issue checks or other forms of payment.
 3. Record all disbursements.
 4. Reconcile bank statements.

5. Reporting & Accountability

- The District Treasurer is accountable to the district board of directors for adequately handling all district funds.
- Regular financial reports must be provided to the board.

6. Tools and Resources

- Banking access and resources.
- Accounting software or tools.
- Financial record-keeping systems.

7. Review and Updates

This Standard Operating Procedure will be reviewed annually by the District President and Treasurer or as needed based on changes in District structure or priorities. The District Board will approve updates.

- Note: Article VI, Section 2 of the District Bylaws states that the offices of the district secretary and district treasurer may be held by a single member. However, the functions of each position must be recorded separately. Article VI, Section 6, provides that, for secretaries and treasurers, a limit of no more than two one-year terms is recommended to develop and enhance leadership in districts.