***FBL Accounting Policy & Procedures***

Responsibilies of School Treasurers

* Keep detailed records of deposits
* Copy all checks to be deposited and keep for 10 years.
* Maintain a check register
* Reconcile the FBL master books to your deposit records and check register.
* Make all check requests for your school.
* Make all deposits for your school
* Communicate with program director regarding the finances
* Set a budget with program director

Deposits – Please use deposit spreadsheet provided by FBL Treasurer. Each worksheet/tab is to be labeled with the date of deposit and contain details as to check numbers, cash, and coding it to its proper income category.

* All deposits need to be on one spreadsheet for research purposes. With 10 schools it is very difficult to research missing deposits when I have 200 different files to look at.
* Please send deposit info asap.
* Keep all deposit slips
* Account # 567117-90 Friends of Brevard Lacrosse
* Bank – Space Coast Federal Credit Union

Check Requests – All check requests must go thru school treasurer. They must include:

* Name of recipient
* Address
* Amount
* Classification (chart of accounts)
* If an individual is requesting a refund from a purchase for lax they need to provide a receipt
* If an individual pays for an invoice they are to provide the invoice and the credit/debit card receipt to prove payment was made.
* No invoice and/or receipt = no payment
* Check Writing – Checks will be cut and mailed on Fridays. Please have all requests in by 9am Friday morning. I will email treasurers the check number as a reply to their check request.

Debit Cards – Receipts from Debit Cards must be emailed to FBL treasurer in a timely manner. Debit cards will not be funded with additional monies unless receipts are provided. There is a $300.00 limit on your card. If you need additional please contact me.

Reconciling – FBL Treasurer reconciles the books to the bank statements. Please send deposit spreadsheets after each deposit to ensure an easy reconcile process. School treasurers will reconcile their books or registers to FBL master books.

Month End Procedures – At the end of every month the FBL treasur

er will perform monthly duties to reconcile books with bank account. On the 15th of the new month reports will be sent to each school treasurer for review. It is school treasurer’s responsibility to reconcile their books or registers to the FBL books.

* If there are discrepancies please email FBL treasurer any finding that you may have

I can be reached the following ways

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Kathy Carlson