

# Minnreg Veterans Association

## Position Description For: Treasurer

### 2 June 2025

Position Title	Treasurer
Reports To	Chairman, President
Provides Guidance To	Indirectly to all management staff members relating to the timing and advisability of spending expense money.
Budget Responsibility	None

#### Position Responsibilities:

According to the By-laws of the MVA in use in 2025, Section 4.3.c, this position will:

1. Have charge and custody of and be responsible for all funds of the Corporation.
2. Keep full and accurate accounts of receipts and disbursements.
3. Receive and give receipts for monies due and payable to the Corporation, and deposit monies in the name of the Corporation in the depositories designated by the Board of Directors.
4. Perform all other duties as may, from time to time, be prescribed by the Board of Directors or the President, including periodic reports of actual financial results compared to the budget.

Also, according to the By-laws of the MVA in use in 2025, Article V, the corporation will maintain "Accurate accounting records", which seems to be a restatement of item (2) of the responsibilities above.

Re-stated, these are the responsibilities of the Treasurer position. The codes in parentheses indicate the associated Policy and Procedure documents.

#### A. Cash Management

1. Monitor cash position in bank. ([PR-TR-A1](#))
2. Replenish cash in checking account as necessary for operations. Direct the sale of investment shares to provide cash for operations. ([PR-TR-A2](#))
3. Maintain communications with the various Advisors for the MVA bank and investment accounts. ([PR-TR-A3](#))

#### B. Financial Transaction Management

1. Ensure the financial integrity of all financial transactions and our automated accounting system. This includes overseeing all financial transactions, assuring the proper accounting with adequate documentation, and maintaining the accounting system. ([PR-TR-B1](#))
2. Pay selected bills as necessary; complete MVA Expense Report. ([PR-TR-B2](#))
3. Pay member expense reimbursements reported on completed Expense Report documents. ([PR-TR-B3](#))
4. Accept member dues payments and guest fees, deposit in bank. ([PR-TR-B4](#))
5. Process NEC payments for contributors. ([PR-TR-B5](#))

#### C. Financial Reporting

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1. Produce monthly and yearly financial reports (Balance Sheet, Profit & Loss Statement, Budget Reports, Account Reconciliations). ([PR-TR-C1](#))
- D. Policies and Procedures ([PR-TR-D](#))
  1. Maintain all Treasurer Policies and Procedures
  2. Publish Policies and Procedures, as necessary
- E. Communication
  1. Participate in email discussions as necessary
  2. Provide a full financial report for all Board of Directors meetings
  3. Maintain communication with FRSCPA

To accomplish the objectives implied in the above responsibilities, the following general Financial Policies are published.

- A. All financial transactions will be processed into the MVA accounting system.
- B. All financial transactions must be supported by appropriate documentation. For expense transactions, this will be a paper copy of the properly completed and submitted MVA Expense Report (Jotform) input form, along with a paper copy of the supporting receipt, billing, or other document. For non-expense transactions, the MVA Account Transfer document will be completed including a description of the transaction.
- C. All financial supporting data will be maintained in a locked file in the MVA office.
- D. An MVA Expense Report (Jotform) will be submitted within one day of an expense being incurred by the person authorizing the expense.
- E. The submitted MVA Expense Report (Jotform) may only be edited during the same month as the expense. After the month is over, no edits are permitted.
- F. Anyone with an MVA Debit Card must use that card for all purchases.
- G. Anyone incurring an authorized expense without a MVA Debit Card will request reimbursement by sending the request to the Treasurer within one day of the expense.
- H. Recurring Monthly Expenses will be submitted on the MVA Expense Report when the billing or statement is incurred, and the amount is authorized for payment.
- I. Only the MVA Treasurer and the MVA Board Chairman have the authority to direct the sale of investment shares to provide cash for operations. These shares will be from the Fidelity Managed Balance account within the Cetera 3AP15578 investment account.
- J. For cash management purposes, large unbudgeted expenses require notification at least three weeks before the expense check is presented to our bank. Normally, these expenses will be paid using the bank bill pay capability, which can take up to two weeks from check request to check presentation.

# Minnreg Veterans Association Policies and Procedures For: Treasurer Policy PR-TR-A1 12 April 2025

**Policy** It is the policy of the MVA that the Treasurer shall monitor the balances in all bank accounts multiple times per week and in investment accounts at least monthly.

**Purpose of Policy** The policy is intended to keep the treasurer aware of all financial transactions in all accounts, and to catch any fraudulent transactions in time to allow the financial institutions the time needed to investigate them.

**Procedure for monitoring balances in bank accounts.** Account data may be accessed using the credit union online capability or the smartphone app. Follow these steps for online access:

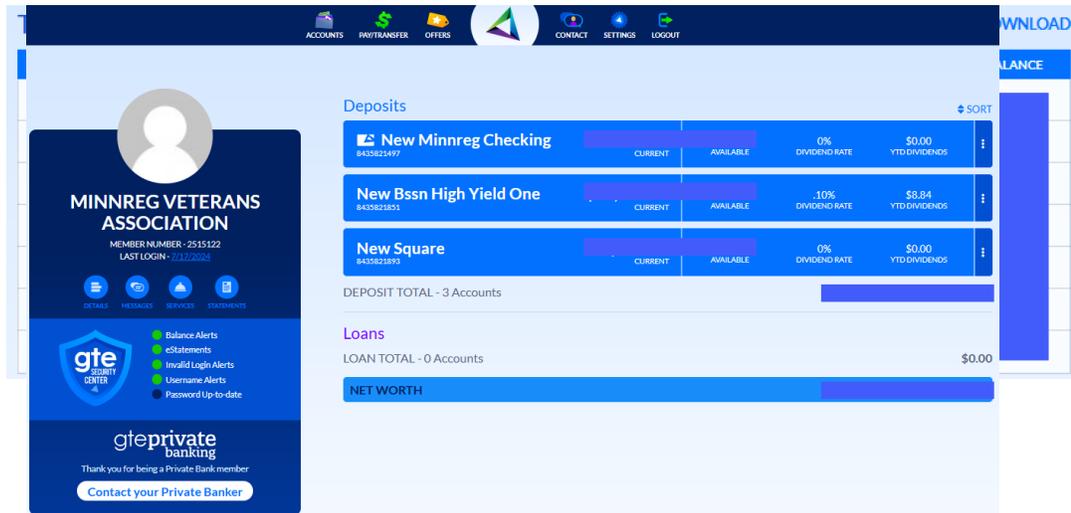
**A. Using online capability for monitoring banking accounts.**

1. Sign-on to GTE Financial online banking. (<https://www.gtefinancial.org/>)
2. After entering the name and password for the account, click the LOGIN button.



3. The first display will show certain account information on the left side, a menu of options across the top, and the list of accounts in the body of the window, as shown below.
4. For each individual account listed, click on the account name to open a window showing transaction details and a running balance.

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5. Check each new transaction since your last access, looking for known or expected transactions and for fraudulent transactions.
6. When all accounts have been reviewed, and to prevent outside abuse, be sure to logout from the account by clicking on the “Logout” menu item in the list at the top of the window.

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B. Using smartphone capability for monitoring banking accounts:

1. Open the smartphone app.
2. Choose the account to monitor.
3. Open the account and look at the transactions listed for known or expected transactions and for fraudulent transactions.
4. To prevent unauthorized access to the accounts, be sure to “kill” the app before putting your phone away.

C. Using the online capabilities, monitor buy/sell transactions for all investment accounts.

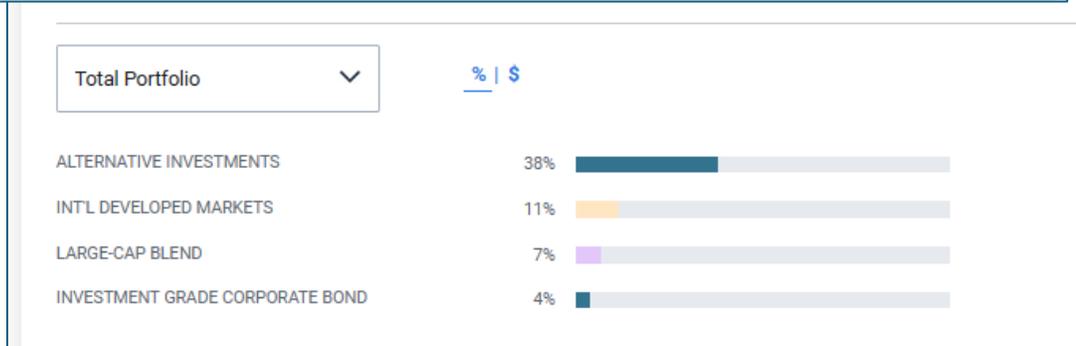
1. Currently we have two accounts with Cetera Investment Services (a division of GTE Financial Inc.). Use the Cetera AdviceWorks online capability (<https://client.adviceworks/auth/login>).
2. Sign-in with email address and password.

The screenshot shows the 'Client Login' page. On the left, there is a white form with the following elements: 'Client Login' title, 'Email\*' input field with a red eye icon, 'Password\*' input field with a red eye icon and a 'SHOW' button, a 'Forgot Password?' link, a blue 'LOG IN' button, and a 'Not Enrolled? Register Here' link. On the right, there is a blue sidebar with 'Need Help?' title, 'Help & Support' text, the phone number '888-443-6380', and the hours 'Monday - Friday 8:30 am to 6:30 pm EST'.

3. The Welcome page will appear.
4. Click the “My Accounts” menu item to see the sub menu. Click the “Transactions” item in the sub menu to display the Transaction list.
5. When all transactions have been reviewed, and to prevent account abuse, be sure to logout from the account by clicking on the “Logout” item in the menu at the top right corner of the window.

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DATE	DESCRIPTION	SYMBOL/CUSIP	QTY	TYPE	PRICE	TOTAL AMOUNT
07/17/2024	CORRECTION		0.00	CORRECTION	\$0.00	\$0.00
07/17/2024	FLEXINSURED ACCOUNT FDIC FROM PROCEEDS AND BALANCE	FIAXXX	12.47	BUY	\$0.00	\$12.47
07/17/2024	Q3 2024 MAA ADVISORY FEE		0.00	WITHDRAW	\$0.00	\$1,365.26
07/16/2024	Q2 2024 MAA WORL ADVISORY FEE		0.00	DEPOSIT	\$0.00	\$12.47
07/16/2024	CORRECTION		0.00	CORRECTION	\$0.00	\$0.00
07/15/2024	FLEX INSURED FDIC FUND INTEREST		0.00	INTEREST	\$0.00	\$4.14
07/15/2024	FLEXINSURED ACCOUNT FDIC INTEREST REINVESTMENT	FIAXXX	4.14	BUY	\$0.00	\$4.14
07/12/2024	MANUAL ACH DEBIT TRF FUNDS ACM GTE FINANCIAL		0.00	WITHDRAW	\$0.00	\$18,000.00
07/12/2024	FLEXINSURED ACCOUNT FDIC MONEY MARKET REDEMPTION	FIAXXX	18,000.00	SELL	\$0.00	\$18,000.00



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Policy PR-TR-A2  
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Policy	It is the policy of the MVA that the Treasurer shall replenish the cash in the operating accounts as necessary by directing the sale of investment shares.
Purpose of Policy	This policy is intended to provide operating cash for expenses each month without the amount getting too large. Since the operating accounts do not accrue any interest, it is wise to keep them as low as possible and leave the funds in the investment account.

Procedure for replenishing cash in the operating accounts.

- A. Project cash requirements for the next month based on the budget for the month, the current balances in the bank cash accounts, and whatever intelligence has been picked up from those that submit expense reports.
- B. Call Tony Kowalski at 813-414-6783. As with any investment instructions, you must speak directly to Tony; do not leave instructions in any message you leave on an answering machine.
- C. Tony will call back. Tell him the cash requirements amount from your analysis and answer any questions he may have. He already has deposit instructions.
- D. Depending on the time of day of the conversation, the transfer will be made the next business day or the day after that.
- E. Check the bank account to ensure the transfer has been recorded.



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Policy	<p>It is the policy of the MVA that the Treasurer record all financial transactions in an Official Book of Record, which shall, always, be balanced and reconciled.</p> <p>It is the policy of the MVA that all financial transactions recorded in the Official Book of Record be accompanied by appropriate documentation.</p> <p>It is the policy of the MVA that the Official Book of Record be an automated accounting system that imposes standard accounting rules.</p>
Purpose of Policy	<p>The policies are intended to allow the MVA to maintain accurate accounting records, always balanced and reconciled.</p>

**Additional Policy Statements**

1. Quicken, Home and Business version, will be used to provide an Official Book of Record for the company. This satisfies the bylaw requirements to maintain accurate and complete accounting records, and to keep full and accurate accounts of receipts and disbursements.
2. The implied Audit Support requirement will be satisfied by maintaining paper copies of the original source documents from the Jotform data collection system, along with a paper copy of the receipt from the Jotform data collection system.
3. The Quicken software will be installed on the desktop computer in the company office. All data entry and reporting will occur in the company office. Sign-in credentials to the computer will be changed periodically to ensure the data is not compromised.
4. The paper copies of the original input and the receipts will be collected and stored in a locked file in the company office.
5. A new standard form, known as the MVA Account Transfer form, has been developed for transactions that do not go through the Jotform data collection system.
6. Different procedures are required for expenses submitted to the Jotform data collection system (Normal Expense below), and for all other transactions using the MVA Account Transfer form (Non-Expense below).

Procedure For Normal Expense Transactions using the Jotform data collection system.

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- A. Whenever the Treasurer is notified of a new Expense Reporting Form, the form will be printed along with the receipt from the Jotform system. Data on the form will be validated against the receipt, including the vendor, the description of expense and the expense amount.
- B. The transaction will be assigned a sequence number made up of the year, month and day of the expense, followed by a dash and a sequential number. For example, 250412-1 would be a valid sequence number.
- C. Enter the correctly sequenced and validated expense into the Quicken system. (See the process for this procedure below, named "Entering transactions into Quicken".)
- D. File the source documents appropriately. This may be a small binder for current monthly transactions or a bigger binder for yearly transactions

Procedure for Non-Expense Transactions NOT using Jotform data collection system.

- A. Use the MVA Account Transfer form, which looks like this.

### MVA Account Transfer

Date: \_\_\_\_\_

Tag	Account & Category Names	Incr/Decr	Amount

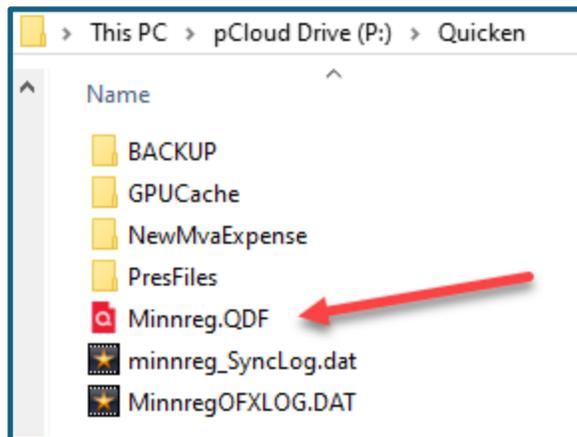
- B. Complete the Account Transfer for as follows:
  - a. Enter the current date at the top of the form.
  - b. Enter a unique Tag code for the transfer. A tag code is created when needed by concatenating the letter Z (zee), followed by a period, followed by the two-digit month, followed by a two-digit sequence number. For example, **Z.0412** would be a valid tag code. Once a tag code is used, it cannot be used again.
  - c. Enter the Account name of the base account of this transaction, followed by a verticle line, followed by the Account name or the Category of the recipient amount for this transaction.

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- d. Enter the financial treatment, either Incr/Decr (Increase/Decrease) or Pay/Dep (Payment/Deposit).
- e. Enter the Amount of the transaction.
- f. Enter a description for the transaction in the area at the bottom of the display.
- g. Record the transfer into Quicken. This is quite similar to the process for the Normal Expense Transaction below.
- h. File this source document with the other Normal Expense Transaction documents.
- i. Some examples of valid transfers are included at the end of this section.

Procedure for Normal Expense Transactions using Jotform data collection system.

- A. Start the Quicken system on the MVA desktop PC by double-clicking the Minnreg.QDF data file stored on the P-drive, in folder Quicken.



All Transactions	
<b>Business</b>	<b>-\$6,004.06</b>
<b>Investing</b>	
Cetera Investment 3AP15578	588,111.00
Cetera Investment 3AP15675	364,204.00
Deposits	729.37
Primerica Investment	578,644.24
<b>Property &amp; Debt</b>	
Accum Depreciation - Other	-50,685.58
Fixed Assets - Other	50,685.58
Unrestricted Net Assets	-1,558,722.63
Net Income	98,170.52
Investment Gain or Loss	-117,749.94
<b>Banking</b>	
GTE CU Checking 1497	4,030.92
GTE CU Money Market 1851	36,081.23
GTE CU Money Market 51815	0.00
GTE CU Square Acct 1893	227.23
Cash Account	270.00
Duke Energy Deposit	0.00

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- B. Quicken will open with an Account List on the left side of the window.
- C. In the Account List, single-click the checking account (GTE CU Checking 1497). The account register will open in the main part of the window. This picture will be way too small to read, but you should get an idea of what the display looks like. The list is sorted by date so that even though new entries will be made at the bottom of the list, they will be sequenced in the correct position.
- D. At the bottom of the list of transactions, a single blank line will be seen. This is where the data for the next transaction will be entered. The tab key is used to move from left to right through a transaction line. All source data comes from the Expense Report Form.

Date	Chec...	Payee	Memo	Category	Tag	Notes	Payment	Clr	Deposit	Amount	Balance
7/9/2024	Zelle	Tampa Bay Rays	20 Tickets for 9/5/24 Rays Game	Member Event:Sports Event	G. Sturm	240709-1	155.00	R		-155.00	4,683.56
7/9/2024	995080	Adobe Inc	Adobe Photography for Paul Krahmer	Administration:Subscriptions	G. Suther	240709-2	119.88	R		-119.88	4,563.68
7/11/2024	DEP	D. Hewitt	Reimbursement for personal card use	[Cash Account]	G. Suther	Z.0701		R	70.12	70.12	4,633.80
7/11/2024	MVA-Db	Sams Club	Office Refreshments and Snacks	Office:Supplies	D. Hewitt	240711-1	91.80	R		-91.80	4,542.00
7/12/2024	MVA-Db	Publix	Door Prizes for July 2024 Lunch	Luncheons:Door Prizes	T. Dupper	240712-1	100.00	R		-100.00	4,442.00
7/13/2024	MVA-Db	UPS Store #5980	Big Check for Ready for Life	Community:Agency Grant	T. Dupper	240713-1	35.31	R		-35.31	4,406.69
7/15/2024	DEP	Cash Transfer	Cash Transfer	(GTE CU Money Market 1851)	Cash	Z.0703		R	9,000.00	9,000.00	13,406.69

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- a. Choose or enter the transaction date, then press the Tab key. Note that the last line in this display contains a blue number indicating it is active and will change if you type a number on the keyboard. Use the slash key to change input points.

Date
7/15/2024
7/15/2024
7/15/2024
7/15/2024
7/17/2024
7/17/2024
7/17/2024

- b. Choose or enter the transaction type or check number, in the check number column, then press the Tab key.
- c. Choose from the drop-down list or enter the vendor's name, in the Payee column, then press the Tab key.

Memo
Cash Transfer
Luncheon Photos for July
Monthly Subscription
Office Refreshments
Luncheon Food & Drink July 2024
Luncheon Food & Drink July 2024
July 2024 Luncheon Support

Payee
Cash Transfer
CVS
Mail Chimp
Walmart
Banquet Masters
Banquet Masters
R W Kittle

- d. Enter the expense description in the Memo column, then press the Tab key.

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- e. Choose from the drop-down list the Account to be Charged, in the Category field, then press the Tab key.
  
- f. Choose from the drop-down list the submitter's name in the Tag column, then press the Tab key.

Category	
[GTE CU Money Market 1851]	
Tag	
Cash	& Printing
T. Dupper	subscriptions
T. Dupper	& Drink
D. Hewitt	& Drink
T. Dupper	upport
T. Dupper	
G. Suther	

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- g. Enter the sequence number assigned to this transaction, in the Notes column, then press the Tab key.

Notes
Z.0703
240715-1
240715-2
240715-3
240717-2
240717-3
240717-1

- h. Enter the amount for this transaction, then press the Enter key.
- i. By pressing the Enter key, the transaction will be checked for completeness and recorded in the Account. The running balance for the account will be updated.
- E. After pressing Enter, the transaction will be automatically saved to the Quicken database file, and a new blank line will be shown at the bottom of the list. If you have more transactions to enter, start again with the date and the rest of the transaction data. When you are done entering transactions, choose the Exit command under the File Menu.

Payment
33.00

Balance
13,406 69
13,372 79
13,353 29
13,306 25
11,967 37
11,128 50
10,928 50

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Samples of valid Account Transfer transactions.

MVA Account Transfer - Sample Transactions			
Tag	Account & Category Names	Incr/Decr	Amount
Z.mmxx	GTE MM 1851 / GTE Checking 1497	Pay	2,000.00
Move cash from MM 1851 to Checking 1497			
Z.mmxx	GTE MM 1851 / Cetera 15578	Dep	15,000.00
Liquidate cash from Cetera 15578 into GTE MM 1851			
Z.mmxx	GTE Square 1893 / GTE Checking 1497	Pay	876.00
Transfer accumulated cash from 1893 into 1497			
Z.mmxx	GTE MM 1851 / Income : Interest Income	Dep	0.69
Recognize interest paid to money market account			
Z.mmxx	Investment Gain Loss / Cetera 15578	Incr	14,000.00
Recognize gain on investment account			
Z.mmxx	Investment Gain Loss / Cetera 15675	Decr	4,000.00
Recognize loss on investment account			
Z.mmxx	GTE Checking 1497 / Administration : Miscellaneous		19.99
Z.mmxx	GTE Checking 1497 / Administration : Website Maint		-19.99
Transfer amount FROM Administrative : Miscellaneous TO Administration : Website Maintenance			
Z.mmxx	Net Income / .Closing Income	Incr	297.00
Close the monthly income amount to the Balance Sheet			
Z.mmxx	Net Income / .Closing Expense	Decr	28,283.00
Close the monthly expense amount to the Balance Sheet			
Z.mmxx	Cash Account / GTE Checking 1497	Spend	20.00
Deposit member dues checks into checking account			

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**15 May 2025**

**Policy**                      It is the policy of the MVA that the Treasurer will directly pay selected bills as necessary and complete the standard MVA Expense Report for each payment made.

**Purpose of Policy**        This policy is intended to keep the MVA operating and pay its obligations when they are legitimately due and payable.

**Additional Background** - There are many occasions when the Treasurer will be the best person to process a payment. Each of these is handled differently by the Treasurer. In most cases the Treasurer will also be responsible for completing the Expense Report form. These are listed here, and each will have its own procedure for completing the transaction.

- A. Pay the accounting fees charged by our Accountant.
- B. Pay insurance bills as they come due.
- C. Process Month-End Transactions and Perform Monthly Reporting.
- D. Pay Non-Employee Compensation to those doing the work.
- E. Pay the subscription cost for commercial software that we use.
- F. Pay amounts to charitable organizations as the Community Service Manager and the President see fit.
- G. Reimburse members for paying personal funds for MVA expenses.
- H. Pay the monthly rent to the landlord.
- I. Pay utility companies for the services we consume.

**Procedure for paying Accounting Fees (A above).**

1. This applies whenever our Accountant sends an invoice for services. They will email the invoice as an attachment.
2. The invoice will include a link to an electronic payment portal. Click that link.
3. A site called CPA Charge will open.
4. Enter the payment amount.
5. Enter the Reference, which is the business ID of 56363.

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6. Enter the Invoice number.
7. Click the eCheck payment method.
  - a. Click Business Checking.
  - b. Enter business name = Minnreg Veterans Association.
  - c. Enter routing number = 263182794
  - d. Enter account number = 8435821497
  - e. Enter address.
  - f. Enter email address.
  - g. Check the amount due.
  - h. Click the payment button.
  - i. Make a screen shot of the receipt and save it to the receipts folder.
  - j. Complete the Jotform Expense Report.

Procedure for paying Insurance Bills (B above).

1. This applies whenever we receive an invoice from an insurance company.
2. Directors and Officers Insurance:
  - a. In a browser, go to [www.ChubbPaymentServices.com](http://www.ChubbPaymentServices.com)
  - b. Sign in to our account using ID=MinnregTreasurer and PW=A10#ChubbInsurance (case matters).
  - c. Select our policy number F16414475.
  - d. Click the Pay button.
  - e. Enter MVA Debit Card information.
  - f. Click Pay Now.
  - g. Copy payment confirmation.
  - h. Sign off.

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Procedure for Month-End Transactions and Monthly Reporting (C above).

1. At the end of each month, there are certain transactions recorded to recognize balance sheet entries and monthly closing entries.
2. Enter the correctly sequenced and validated transactions into the Quicken system. (See the process for this procedure step below.) (PR-TR-C1)

Procedure for paying Non-Employee Compensation. (D).

Procedure for paying Subscription Cost for Commercial Software (E).

Procedure for paying amounts to Charitable Organizations (F).

1. This applies whenever the Community Service Manager and the President agree to send a gift to a charitable organization.
2. This procedure uses the Bill Pay capability available through our bank. If the Biller has already been added to Bill Pay, jump to step 4.
3. Each Payee must be added to Bill Pay as a Biller. Follow these steps to accomplish adding Payee to the system.
  - a. After signing-in to the Credit Union online access page, select Pay/Transfer from the main menu, select the Pay Bills button, click the Add Biller button.
  - b. Enter the charity company name on the Search for a Biller line and click Next.
  - c. Complete the Add Biller form.
    - i. The Biller Name will be carried from the previous entry.
    - ii. Enter an Account Number.
    - iii. Enter the Biller Address, including street address, city, state and zip code.
    - iv. Enter the Biller Phone Number.
    - v. Enter the Biller Email Address.
    - vi. Click the Add button.
4. If the Biller has just been added, simply continue to enter payment information, otherwise enter the Biller name or scroll down the list to find the Biller and click the Pay button.
5. Enter the amount of the payment.
6. Either accept the Estimated Delivery date or enter a different date.
7. Enter a "Memo", to be printed on the check, or skip the entry.
8. Click the Pay button.

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Procedure for reimbursing members for personal payments. (G).

Procedure for paying monthly rent (H).

Procedure for paying utility bills (I).

Form for Adding a New Biller

Company Name	_____
Account Number	_____
Address Line 1	_____
Address Line 2	_____
City	_____
State	_____
Zip Code or Zip + 4	_____
Phone Number	_____
Mobile Number	_____
Email Address	_____

**Minnreg Veterans Association**  
**Policies and Procedures For: Treasurer**  
**Policy PR-TR-B3**  
**14 April 2025**

**Policy**                      It is the policy of the MVA that the Treasurer will directly reimburse members who have used a personal debit/credit card or a personal check, after notification and a completed MVA Expense Report document.

**Purpose of Policy**        This policy is intended to keep the MVA operating and pay its obligations when they are legitimately due and payable.

**Procedure**

- A. When a member uses a personal method of payment for an authorized MVA expense, they will complete the standard MVA Expense Report document, with supporting receipts, and then notify the Treasurer of the expense.
- B. The Treasurer will use an appropriate method of payment to the member, to include credit union Bill Pay check, a Zelle transfer, or a Friends and Family transfer.
- C. The Treasurer will record the transaction in the official accounting system.

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Policy PR-TR-B4  
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Policy                                   It is the policy of the MVA that the Treasurer accepts, and deposits payments made for yearly dues or for guest fees for official events.

Purpose of Policy                   This policy is intended to keep the MVA operating and accept payments made to the company.

Procedure

- A. Dues and guest fee payments are normally made to the Recording Secretary at official events.
- B. The Secretary will record those payments in their records for the event and also list the names and amounts on a suitable sheet and transmit that to the Treasurer along with the funds from the payments.
- C. The Treasurer will prepare a deposit and send that to the bank.

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Policies and Procedures For: Treasurer  
Policy PR-TR-B5  
14 April 2025

Policy	It is the policy of the MVA that the Treasurer pays compensation periodically to those members that have performed duties for and contributed to the success of the company.
Purpose of Policy	This policy is intended to keep the MVA operating and to reward those members for their contribution to the company.

Procedure

- A. The President, during budget planning for the next year, will identify individuals who should be compensated and the appropriate amount of compensation.
- B. These names, their positions, and amounts are combined with payment methods to form the list of transfers to be made periodically.
- C. In the spring of 2025, the list includes the following positions:
  - a. President
  - b. Vice-President
  - c. Recording Secretary
  - d. Treasurer
  - e. Community Manager
  - f. Office Manager
  - g. Member Events Manager
  - h. Party Planner
  - i. IT Services Manager
  - j. Newsletter Editor
  - k. Web Developer
  - l. Photographer
  - m. Lunch A/V Support

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Policy PR-TR-B5  
14 April 2025

- n. Office Cleaner
- D. In the spring of 2025, the list includes the following payment methods:
- a. Credit Union Bill Pay
  - b. Zelle Transfers
  - c. Friends and Family Transfers
- E. In the spring of 2025, the actual list is available upon request.

**Minnreg Veterans Association**  
**Policies and Procedures For: Treasurer**  
**Policy PR-TR-C1**  
**2 June 2025**

**Policy**                      It is the policy of the MVA that the Treasurer produces a full set of financial reports monthly.

**Purpose of Policy**        This policy is intended to communicate the current financial condition of the MVA to the Board of Directors and the contracted Accountant.

**Procedure:** At the end of each month, the following procedures will be followed. This procedure will be followed as soon as practical after the end of each month.

- A. Get the monthly bank statement and investment account statements.
  - a. Sign-on to the GTE Financial credit union web site.
  - b. On the account home page, click the Statements button.
  - c. From the list of months, click to download the month just ended.
  - d. Save the downloaded statement file.
  - e. Sign-off from the web site.
  - f. Obtain the investment statements from the financial advisors.
- B. Ensure that all transactions on the GTE statement have been recorded in the Quicken registers.
  - a. Check the Quicken account registers.
- C. Record the interest paid in bank account 1851.
  - a. Complete an MVA Account Transfer Form and record it in the registers.
- D. Perform Account Reconciliations for all three bank accounts (1497, 1851, 1893).
  - a. For each bank account choose the Reconcile option in Quicken.
  - b. Enter the month ending date and the ending account balance from the bank statement and click OK.
  - c. On the new display, when the Difference is zero, click Done.
  - d. Click Yes to print a report.

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**Policies and Procedures For: Treasurer**  
**Policy PR-TR-C1**  
**2 June 2025**

- e. Use the name "Recon-aaaa" where "aaaa" equals the account number, to save the reconciliation report.
  - f. Use the last day of the prior month as the Date.
  - g. Click to choose All Transactions.
  - h. Click OK.
  - i. Ensure that the selected printer is Quicken PDF Printer.
  - j. Ensure that the Orientation is Portrait.
  - k. Click Preview.
  - l. Check the Preview report, then Click Print.
  - m. A "Save to PDF" window will open. Navigate to the reports folder for the current month.
  - n. Enter the name from c. above then click Save.
  - o. Do this for all three bank accounts.
- E. Generate the Profit & Loss Comparison report.
- a. Select the report from the "My Saved Reports" list, under the Reports Menu.
  - b. Ensure that the dates for the report are correct.
  - c. Print the report to the reports folder for the current month.
    - i. Ensure that the printer is the Quicken PDF Printer and the orientation is Portrait. You may have to adjust the Scaling so it fits on one page.
    - ii. Click the Print button and be sure that the chosen folder is for the current month.
    - iii. Click the Save button, then close the report.
- F. Record Income and Expense closing entries.

**Minnreg Veterans Association**  
**Policies and Procedures For: Treasurer**  
**Policy PR-TR-C1**  
**2 June 2025**

- a. Print the Profit & Loss Comparison Report from above.
  - b. Use the Income and Expense totals from the current month column.
  - c. Complete an MVA Account Transfer Form and record it in the registers.
- G. Record Investment Gain or Loss entries.
- a. Complete an MVA Account Transfer Form and record it in the registers.
  - b. Make entries to the individual investment accounts.
- H. Generate the Balance Sheet Report.
- a. Select the report from the “My Saved Reports” list.
  - b. Ensure that the dates for the report are correct.
  - c. Save the report to the reports folder for the current month.
- I. Generate the Cash Flow Report.
- a. Select the report from the “My Saved Reports” list.
  - b. Ensure that the dates for the report are correct.
  - c. Save the report to the reports folder for the current month.
- J. Generate the Transactions by Category Report.
- a. Select the report from the “My Saved Reports” list.
  - b. Ensure that the dates for the report are correct.
  - c. Save the report to the reports folder for the current month.
- K. Prepare the Budget Report.
- a. Open the Master file from last month.
  - b. On the Actuals sheet at the bottom of the display, add the account list for the new month, then enter the actual monthly amounts from the Profit & Loss Comparison Report.

**Minnreg Veterans Association**  
**Policies and Procedures For: Treasurer**  
**Policy PR-TR-C1**  
**2 June 2025**

- c. On the Formulas Menu, open the Name Manager and adjust the size of NewQueryData to include the new month data.
  - d. On the Report sheet
    - i. Check the month's total actual expenses amount.
    - ii. Adjust the month name in cells D2, AC2 and AD2 to reflect the new month.
    - iii. Adjust the Year-To-Date formulas to include the new month and check report totals.
  - e. Save the file as the new month Master file.
  - f. Hide months prior to and after the current month.
  - g. Save the file as the current month report in the .XLSX format.
  - h. Save the file as the current month report in the .PDF format.
- L. Complete the custom reports.
- a. Cover Sheet.
  - b. Custom Balance Sheet.
  - c. Custom Invest Recon.
- M. Prepare the current month report package.
- a. In a web browser, navigate to the web site "combinepdf.com" on the internet.
  - b. Add the following individual reports to the "combined" report.
    - i. Cover Sheet
    - ii. Custom Balance Sheet
    - iii. Profit & Loss Comparison
    - iv. Budget Report

Minnreg Veterans Association  
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Policy PR-TR-C1  
2 June 2025

- v. Cash Flow Report
  - vi. Reconciliation for account 1497.
  - vii. Reconciliation for account 1851.
  - viii. Reconciliation for account 1893.
  - ix. Custom Investment Reconciliation.
- c. Click the Combine button.
  - d. Save the Combined report file.
  - e. Rename the report file as “MVA Financials yyyy mmm” where yyyy is the year for the report and mmm is the month name for the report. For example, a report for March 2025 would be named “MVA Financials 2025 March”.
- N. Include the monthly report set in an email message to the chairman of MVA, the president of MVA and the contracted Accountant.
- O. Include the monthly Budget Report only in an email message to these Minnregs addresses: president, vice-president, member, community, party, office and operations.

**Minnreg Veterans Association**  
**Policies and Procedures For: Treasurer**  
**Policy PR-TR-D**  
**5 June 2025**

**Policy** It is the policy of the MVA that the Treasurer originates and maintains a set of Policy and Procedure documents.

**Purpose of Policy** This policy is intended to communicate the current set of Policy & Procedure documents within the MVA.

**Procedure:** This document represents the complete set of Treasurer Policies and Treasurer Procedures. It will be reviewed, updated and communicated periodically as necessary.

The current revision dates of the sections within this document are shown below.

Position Description	14 April 2025
A. Cash Management	
1. Monitor Cash	12 April 2025
2. Replenish Cash	15 May 2025
3. Maintain Communication	12 April 2025
B. Financial Transaction Management	
1. Financial Integrity	12 April 2025
2. Pay Selected Bills	15 May 2025
3. Pay Member Reimbursements	14 April 2025
4. Accept Cash Inputs	14 April 2025
5. Process NEC Payments	14 April 2025
C. Financial Reporting	
1. Monthly Reports	2 June 2025
D. Policies and Procedures	
1. Maintain Documents	14 April 2025
2. Publish Documents	14 April 2025
E. Communication	
1. Participate in Discussions	
2. Report at BOD Meetings	
3. Communicate with FSRCPA	