

ORLEANS CONSERVATION TRUST
Cash Receipts-Disbursement Procedures
Adopted July 7, 2013 (Amended March 23, 2015 and 1-22-19)

CASH RECEIPTS

OCT mail is picked up either at the East Orleans Post Office or the mail box at 203 South Orleans Road by the Administrative Assistant, the OCT Director or another person designated to retrieve the mail and deliver it to the Director. The Director and Administrative Assistant are notified via email of any monetary gifts made electronically through the Trust website (via Greater Giving).

The Administrative Assistant logs all incoming checks, including web based electronic gifts, categorizes all donations (e.g., membership dues, unrestricted gift, memorial gift) and enters the gift and donor information into the Microsoft Access database. A printed log of incoming gifts (dues and other donations) is generated from the database. The Administrative Assistant is charged with preparing and mailing acknowledgement letters to the donors.

The Bookkeeper picks up the checks and the accompanying check log from the Administrative Assistant. The checks are copied, prepared for deposit, and then are deposited by the Bookkeeper into the OCT Operating Account at Cape Cod Five. All deposit transactions are entered into QuickBooks.

CASH DISBURSEMENTS

Most OCT bills are received through the mail, through online billing, or are hand delivered to the Director. The Director reviews each invoice for reasonableness and, where appropriate will contact the Treasurer or a Committee Chair for approval of the invoice before payment processing. Standard monthly invoices (e.g., the monthly phone bills, “Constant Contact” bills, etc.) do not require pre-approval by the Treasurer or a Committee Chair; however, larger bills for periodic mailings or special events are reviewed before a check is cut. The Director passes some of the bills to the Bookkeeper for processing but in cases where more timely payment is desired, he will write the check himself. In all cases (Bookkeeper or Director-prepared check), the check is given to the Treasurer for final review (e.g., comparison with the invoice and other supporting documentation as appropriate) and signature. In the absence of the Treasurer, the President is also authorized to review and sign checks. The check number and date are written on the invoice, which is filed by the Bookkeeper. Checks generated by QuickBooks are automatically stored as transactions and the hand-written checks are entered by the Bookkeeper into QuickBooks.

BANK ACCOUNT RECONCILIATION

Monthly bank statements and check images are downloaded by the Bookkeeper and reconciled with QuickBooks. A notebook of these bank statements is periodically reviewed by the Treasurer, who “ticks & ties” all bank account deposits and withdrawals.