

WRC Procedures as of 09/24/21

Checks:

1. Invoices received for payment will be scanned and emailed to Sue Ernster, FSPA for approval. Sr. Sue will send approval to Debra Steiner for payment.
2. Debra will enter invoices into the accounting system and process, sign, and mail checks. Debra enters any applicable ACH into the Town Bank online system and Sr. Sue Ernster approves the ACH transactions. Upon approval, Debra Steiner prints the confirmation page and enters the payment into the accounting system.
3. Debra will ensure the accuracy of invoices paid, reconcile bank statement monthly, sending Sr. Sue Ernster an electronic version for approval.
4. Debra will prepare monthly an accrual-based Income Statement and Balance Sheet, forwarding to Sr. Sue Ernster for approval. Renae Luchterhand will also review statements for accuracy, voicing anything noticed to Sr. Sue Ernster.
5. Sr. Sue Ernster will forward to the WRC board monthly the financial statements.

Deposits:

1. Checks received will be sent to WRC address, attention Debra Steiner for preparation, coding, and entry into the accounting system. Debra will mail to the bank.