RILEY PURGATORY BLUFF CREEK **WATERSHED DISTRICT**

Monthly accounting process

Electronic invoices arrive

As paper invoices arrive, they are date-stamped, & scanned.

~15th of month — Bank statement released for previous month

~21st of month — Credit card statement release (20th-20th cycle)

Payments arrive in mail throughout month (revenue)

Reimbursement requests from staff & managers

→

Office Manager saves items in relevant OneDrive folder.

Office Manager compiles details for each group in separate tabs in spreadsheet and codes for budget.

→

Internal review of spreadsheet by Office Manager & District Administrator

→

All items & spreadsheet due to Redpath two Fridays before board meeting.

Office Manager sends digital copies of **draft spreadsheet, bank statement, & credit card statement** to Redpath, who reviews for accuracy of statement amounts & budget coding.

Office Manager sends digital copies of **draft spreadsheet, invoices, & receipts** to Board Treasurer, who reviews for accuracy of amounts & budget coding.

→

If corrections needed, Redpath & Board Treasurer notify Office Manager, who finalizes spreadsheet.

→

Redpath uses items & spreadsheet to develop Treasurer's Report (TR) over 7 days.

Redpath prints checks & mails overnight to Board Treasurer.

Board Treasurer signs checks & delivers to Board President to hold until board meeting

→

Friday before board meeting

Redpath releases Treasurer's Report compiled from the following:
• Finalized spreadsheet
• Bank statement
• Credit card statement
• Staff & manager reimbursements
• Payroll summaries

→

Redpath emails check register to Office Manager to format for entry into U.S. Bank Singlepoint after board meeting.

→

Board approves Treasurer's Report & paying of the bills

Board President signs checks & delivers to Office Manager

→

Day after board meeting

Office Manager enters check data into the U.S. Bank Singlepoint portal, which alerts bank to make funds available.

→

No later than 2 days after board meeting

Office Manager mails checks to pay invoices.

Office Manager attaches check stubs to invoices for recordkeeping.