

## *Duties of a Club Financial Review Officer*

*The bylaws of a local club should outline the financial procedures and policy.*

It is the duty of the Financial Review Officer to examine and report on the activities of the treasurer and the procedures according to the club bylaws.

*The books and records of the treasurer are always reviewed before a new treasurer takes over. As a safeguard it is recommended a review take place every six months. The bylaws should state when a review is to be made. If there is no financial review officer it can be done by a financial committee*

### *Job Description*

- *As an officer of the club executive board, the Financial Review officer hears and receives a copy of the Treasurer's reports as well as the minutes of the Recording Secretary showing the approval of the expenses. She should also have a copy of the budget and a copy of bylaws, policy and procedure on every level.*
- *The Financial Review Officer shall, in a timely manner, receive all the financial records and bank statements for the period being reviewed. As a member of the Executive Board she will already have the reports and minutes collected for the records to which she will refer when examining the statements and accounting.*

*The adoption of the financial review officer's report indicates the financial record is correct. The adoption shall be done at the first meeting following the financial review.*

Points to look for:

- Two (2) of the three (3) names required by the signature cards should be on every check. Counter signing by the president (or secretary in her absence) is a safeguard used to protect both federation and treasurer in emergency situations.
- Banking is done in the name of the club, not an individual
- Check Register is clear and correctly recorded
- Checks are accompanied by receipts and a disbursement voucher
- Checks are approved by budget and vote
- Bank statements are reconciled monthly with the Check Register
- Monthly Treasurer's report is reconciled with the bank account
- Verify any petty cash on hand

Financial Review Officer and Club Treasurer should start the year with the same records.

Monthly files should have:

- Check Register, Bank Statements, deposit slips, Treasurer's report and bank reconciliation
- Money Transmittal forms - signed and reconciled with deposit slips
- Minutes with approval of expenditures with receipts attached to disbursement voucher which shows the budget item with approval
- Digital files are recommended for backup and tax filing
- Financial review & officer's receipt of records

*(club name) Republican Women GSRW  
Financial Review June 2024*

Balance on hand January 1, 2024	\$00,000.00
---------------------------------	-------------

Income	\$
--------	----

Expenses	\$
----------	----

Balance on hand June 30, 2019	\$00,000.00
-------------------------------	-------------

I have examined the financial records of the (club name) Republican Women GSRW January 1, 2024 to June 30, 2024.

The records are in order and found to be correct.

July 24, 2024

Adopted by Membership\_\_\_\_\_

\_\_\_\_\_  
Financial Review Officer