

WAGS Treasurer without Bookkeeping/Reporting Duties

Give CPA access to:
(not authorization)

Bank accounts
PayPal
WooCommerce orders
PMPro orders

CPA will take possession of:

QuickBooks Software

Bank account changes:

Take Shirley off as signer
Put Hazel on as signer
Remove Shirley's access to online bank accounts
Give CPA access to online bank accounts

CPA will do:

Data entry
Accounts receivable/payable
Bank reconciliation
Monthly reports
Write checks and prepare for signature/s
Help with budgeting
Keep an 'audit' notebook of all transactions

We will:

Expenditures *(Bills delivered with proper authorization)*

- Bills via snail mail are delivered to CPA
- Checks are prepared and returned to WAGS to be signed
- Bills via email:
 - Monitor treasurer@wags-web for bills and invoices
 - Forward bills/invoices to CPA
 - Checks are prepared and returned to WAGS to be signed

Income

- Make bank deposits and deliver receipts to CPA
- Deliver Daily Receipt Logs to CPA

General

- Receive monthly report and forward to Zoom master for meetings
- Put monthly report on our website (or give to the person who will)
- Oversee WAGS finances
- Be liaison to CFNCW Retain the username and password