**SAMPLE** **LAND** **TRUST,** **INC.** **(SLT)**
**INTERNAL** **FINANCIAL** **CONTROLS**

**REVENUE**

**Cash** **Handling**

Receipt of cash generally occurs only at SLT events where it is handled by a Staff Consultant or a volunteer who collects the cash, completes a (pre-numbered) Cash Receipt Report indicating the amount received, the payers, and the purpose. The cash and the original Cash Receipt Report are given to the Treasurer who shall promptly deposit the cash and record the receipts. The deposit ticket shall indicate the sources of the deposit, including the Cash Receipt Report.

A copy of the Cash Receipt Report shall be delivered directly to the GLT Vice President by the originating person. The Vice President shall, from time to time, confirm that all cash receipts have been duly deposited.

**Income** **by** **Check**

**Membership** **Contributions** – All membership contributions received by mail shall be forwarded by the Staff Consultant handling the SLT post office box to the Membership Consultant after stamping each check “For Deposit Only”. The Membership Consultant shall prepare a (pre-numbered) Membership Report indicating the details of all membership contributions, including the amounts and the names of each contribution. The checks and the report shall be given to the Treasurer who shall promptly deposit the checks and record the contributions. The deposit ticket shall indicate the sources of the deposit, including the report from the Membership Consultant.

A copy of the Membership Report shall be delivered directly to the Vice President by the originating person. The Vice President shall, from time to time, confirm that all membership contributions have been duly deposited.

**Other** **Income** – The Administrative Consultant shall forward all other checks received in the post office box to the Treasurer with a (pre-numbered) Other Income Report that indicates the source and amount of each check after marking each check “For Deposit Only”. The Treasurer shall promptly deposit the checks and record the revenue. The deposit ticket shall indicate the sources of the deposit, including the report from the Administrative Consultant.

A copy of the Other Income Report shall be delivered directly to the Vice President by the originating person. The Vice President shall, from time to time, confirm that all other income has been duly deposited.

**EXPENDITURES**

The Treasurer shall prepare an Expense Form which shall include, at a minimum, the payee, the amount, and the budget account being charged with the expenditure.

The check and the Expenses Form, together with the invoice or any necessary explanation of the expenditure, shall be given to the President who shall review the information and, if appropriate, sign the check.

The Treasurer shall handle the distribution of signed checks and the entry of the expense data into the Quickbooks accounts.

**MISCELLANEOUS**

1. The signing of blank checks and the use of a signature stamp are prohibited.
2. All journal entries shall be reviewed and approved by the Finance Committee.

No. \_\_\_\_\_\_\_\_\_\_\_

 **SAMPLE** **LAND** **TRUST**

**CASH** **RECEIPT** **REPORT**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Source** **of** **Income\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total** **Amount** **Transmitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Details:**

No. \_\_\_\_\_\_\_\_\_

 **SAMPLE** **LAND** **TRUST**

**OTHER** **INCOME** **REPORT**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Source(s)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

No.\_\_\_\_\_\_\_\_\_\_

 **SAMPLE** **LAND** **TRUST** **EXPENSE** **REPORT**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Budget** **Account** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Explanation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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