

## ASSIGNMENT SHEET: Weekend Treasurer

The Weekend Treasurer is appointed from a member of the 4<sup>th</sup> Day Team. No money is given up from the Cursillo Council. Team JOG, cash palanca and the offering taken at the Clausura should cover the weekend expenses. However, should you run short, the Cursillo Council Treasurer will assist.

### TREASURER IS RESPONSIBLE TO:

1. Notify the Cursillo Council Treasurer that you will be the Weekend Treasurer for Weekend # \_\_\_\_\_. Call Council Treasurer to determine how checks and/or finances are to be handled. The following are bookkeeping instructions regardless of who writes the checks. Instructions from Council Treasurer should be determined during the first Team Meetings.
2. Collect and record all receipts of Team JOG, song books, and general palanca money from team members at each meeting. (THIS INFORMATION IS CONFIDENTIAL AND USED FOR IRS PURPOSES ONLY) If paid in cash, a numbered cash receipt should be given to the contributor and then recorded on the Receipt Detail Sheet (see sample). Record total on Weekend Summary.
3. Keep a detailed record of all income and expenses on the worksheets provided in this manual. (See samples in this manual)
4. Pay all expenses incurred by the various teams prior to and during the Cursillo weekend by check only.
5. Notify all team members that all expenditures must be supported with receipts.
6. Notify all team members that anything purchased before or during the Cursillo weekend should be paid for and not charged, thereby allowing you to close out the account when the weekend is over and not wait for bills to come in a month later.
7. You are not responsible for paying the host church. THE COUNCIL TREASURER WILL TAKE CARE OF THIS.
8. Collect offering at the Sunday evening 4<sup>th</sup> Day Eucharist service directly from the ushers. (AGAIN, CONFIDENTIAL FOR IRS PURPOSES ONLY) Record checks on Detail Sheet (Sunday Clausura), cash should be recorded on lower right lines of the sheet. Record total on Weekend Summary.
9. Women's Weekend Treasurer - is to collect Post Weekend Ultreya JOG offering and include it in the weekend's treasury accounting.
10. Submit all financial records to the Council Treasurer as instructed by same.

### GUIDELINES AND PROCEDURES

1. RECEIPTS:

All money received must be deposited to the weekend account. Collect and record all receipts of team JOG, song books, and general palanca on the receipt detail sheet, (THIS INFORMATION IS CONFIDENTIAL AND USED FOR IRS PURPOSES ONLY) making sure if paid in cash, a numbered cash receipt is given to the contributor. Make sure the receipt detail sheet balances with your deposit slip before making your deposit. Deposit immediately after each team meeting and again right after the weekend. Enter the date, description, amount of deposit, and total deposited on the Weekend Summary sheet after each deposit. **Deposits will be made per instructions from Council Treasurer.**

Fill out Weekend Summary Sheet as the weekend deposits are being made. The bottom cannot be filled out until all receipts and expenses are recorded and totaled.

Fill out Receipts Detail Sheet (CONFIDENTIAL - FOR IRS PURPOSES ONLY) whenever anyone turns in money. Use for all receipts except Sunday Clausura.

1. If Check Received:

- A. Enter Date
- B. Enter Name - Last name first - then first name
- C. Enter check number
- D. Enter money in appropriate column - (Total amount of check may cover more than one column)
- E. If Other column is used - Fill in Description Column

2. If Cash Received:

- A. Fill out a Cash Receipt - IN DUPLICATE
- B. Enter date
- C. Enter name - last name first - then first name
- D. Enter Cash in Cash/Check Number Column
- E. Enter Money in appropriate column - (Total amount of cash may cover more than one column)
- F. If Other Column is used - Fill in Description Column

2. EXPENSES:

Expenses will be paid as directed by Council Treasurer but pay all expenses by check so you have a record of payment. DO NOT pay expenses with the cash received as team JOG, song books, or palanca, etc. When making payments, be sure you have receipts totaling the amount of the expenditure. Enter the line number from the worksheet onto the receipt, so that each payment can be identified with the line the expenditure was recorded on.

Fill out the Expense Record as the weekend expenses are being made. Remember, when you make a payment, whoever is requesting payment **MUST** have a receipt.

Filling out the Expense Record:

- 1. Enter Date of Check

Assignment Sheet - Weekend Treasurer, cont.

2. Enter who check is written to and what check was for
  3. Enter check number (Remember, ALL purchases should be paid for by check)
  4. Enter amount in proper column, Rollo Room, Kitchen, Palanca, 4th Day or Other, Photo/Pic, Swimming, Truck.
  5. Add Rollo Room, Kitchen, Palanca, and 4th Day Columns
  6. Add Other, and enter in other total, then carry down totals of Rollo Room, Kitchen, Palanca, and 4th Day.
  7. Add total expenses and enter in proper block on Summary Sheet.
8. Keep a record of other palanca received, e.g. food, non-money items, on a separate sheet and turn this in with the recap of your weekend.
  9. Encourage team JOG to be paid at the first 2 or 3 team meetings since this money helps in meeting team expenses for the weekend. Mention at all team meetings to remind team members that this accompanies their serving. Suggested JOG is \$50.00 per team member. Some can afford only their time and gasoline, while others can contribute larger amounts. One suggestion is to pay weekly installments toward the total sum given.
  10. Encourage the teams to coordinate expenses that are similar, e.g. printing costs, flowers, etc., as best they can.
  11. Women's Weekend Treasurer collects JOG offerings at Post Weekend Ultreya and records on sheet marked "Post Weekend Ultreya" and adds into appropriate line on "Weekend Summary" sheet.
  7. The final recap should be sent to the Council Treasurer within 30 days after the weekend. The sooner the better.

Normally a Cursillo weekend costs about \$2,500 to put on. Try to collect all of the team JOG before the start of the weekend in order to meet expenses.

The Council is always open to suggestions on how to cut costs for the weekend. Some ways of cutting costs are encouraging kitchen team to have a food palanca signup sheet at each team meeting. Any suggestions should be noted on your evaluation forms.

Teams' expenditures which usually total approximately \$2,500 usually fall into the following categories and amounts:

Kitchen	\$1,800	4th Day	\$500
Palanca	100	Rollo Room	100

The amounts spent in each category will vary from weekend to weekend for a number of reasons. Kitchen expenses will vary because of more or less Palanca received for meals; 4th Day expenses will vary because of availability of specific supplies, and so on. These amounts then, should be viewed as guidelines only.

TREASURERS REQUEST

(To be sent to all team members prior to weekend)

Via de Cristo Team # \_\_

DeColores!

Not knowing how large a task it was, I volunteered to be the Treasurer for the upcoming weekend. My responsibilities are to keep records of all monies coming in and going out before and during the weekend.

To help you better understand what my duties are, I have listed some items below and I ask for your cooperation in the following:

1. The suggested Team JOG (Joy of Giving) is \$50.00 per team member. This covers meals for the team and expenses for the weekend which usually totals about \$2,500. Team JOG should be contributed before the weekend. JOG in excess of \$50.00 will be cheerfully accepted, less than \$50.00 will be understood. An easy installment plan is available. (If cash is given, please indicate in writing the person giving it as I need to issue a cash receipt. No receipts are given if paying by check).
2. Anything purchased before or during the weekend MUST be paid for and NOT CHARGED.
- 3 All purchases MUST be supported WITH RECEIPTS.
4. Palanca used in the kitchen, i.e. food, non-money items, needs to be accounted for. Please advise me what it was and who it was from.
5. Palanca given in cash or check should be given to me so I can enter it in the records. When receiving cash, I need the person's name so I can issue a cash receipt.

If you have any questions, please feel free to ask me.

YOUR WEEKEND TREASURER:

Name  
Address  
Phone Number

DETAIL SHEET (Sunday Clausura) LUTHERAN CURSILLO #				DATE	SHEET#-	
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			26	_____	\$5's	
			27	_____	\$10's	
			28	_____	\$20's	
			29			
TOTAL				TOTAL		

