

## Sisterhood and Men's Club Financial Procedures

- Checks to be received from members by Temple Shalom with details listed on a receivable log providing account name, amount, check number, charge notes and charge type association.
- Checks, cash, credit card payment slips and receivable logs are picked up by HBK on Mondays, Wednesdays and Fridays each week and deposited into the Temple's operating account.
- HBK to record payments in Shulcloud under member's account at time of deposit
- All payments recorded to charge types "Sisterhood Dues" or "Men's Club Dues" "Sisterhood Oneg" and "Sisterhood Misc." or "Men's Club Misc." for each month (checks, online or credit card by phone) will be remitted to The Sisterhood and Men's Club on the 15<sup>th</sup> of the subsequent month. A report detailing each member's payment will be emailed to the Treasurer or other designated person at that time, based on the daily receivables log and the online payment transactions report.
  - Remittance is currently set up via check payment. Remittance can be sent via ACH payment if routing and account number are provided.
- The auxiliaries are responsible for sharing the names and contact information of the individuals who are designated to receive payments on behalf of the auxiliaries.
- Donations to the auxiliaries will be included in the Temple Year End Tax Statements.

- Sisterhood and Men's Club will send the Temple Treasurer and Executive Director their bank statement(s) each month along with an income statement. These financial reports will be included in the Temple's financial statements.