

Select any that apply:

___ This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

X This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

___ This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for:

How to manage Deposits, Voucher requests and payments by Chorus Treasurer for Chisholm Trail Chorus

Login to Extraco Bank for access to Checking and Savings Accounts

- Go to www.extracobanks.com
- Select Secure Login
- Login Type is New eBusiness Login
- Select Login to New eBusiness
- Username: [re to president's files]
- Password: [re to president's files]
- Privacy Code: [re to president's files]

Use to verify check information

Monthly Payments Made

Each check written must have two signatures – Treasurer and President

Each check or electronic payment must be accompanied by an completed expense voucher, also signed by the Treasurer and President. The completed and signed voucher, signed check and copy of any receipts are either emailed to Vicki Davis or given to her each week at Chorus. Blank Voucher copy follows.

- Cultural Activity Center - \$95 per week due at the end of the month (when facility is used)
 - 3011 N 3rd St.
 - Temple, TX 76501
 - 254-773-9926
- Carol Scherer - \$400 per month due at the end of the month
 - 405 N East St
 - Belton, TX 76513
- First United Methodist Church - \$150 paid quarterly as donation for using the facility during the year. Payments are made in July, October, January, April of the current fiscal year
 - 205 E 3rd Ave
 - Belton, TX 76513
- Sweet Adelines International – \$100 yearly dues per member due at the end of the month. See attached sheet for yearly dues schedule
 - Go to <https://sweetadelines.com/>
 - Select Member Login
 - Username: [re to president's files]

- Password: [re to president's files]
 - Select Manage Membership
 - Select Chapter Portal
 - Select Pay for Members
 - Select Chisholm Trail Chapter (GGC R10) and select Next
 - Select All primary individuals related to Chisholm Trail Chapter (GGC R10)
 - Select Members to pay for per yearly dues schedule. Make a print screen copy with members names being paid
 - Select Pay
 - Enter payment information: [re to president's files] and send copy to president's email address and pay
 - Select Order Detail and print out
- Great Gulf Coast Region 10 – \$75 yearly dues per member due at the end of the month. Dues are paid for the same members as SAI
 - Enclose copy of Order Detail with members names on it or the print screen copy with members names on it
 - Select Member Login
 - Check is mailed to Janet Moe, Region 10 Financial Coordinator
 - Other expense reimbursements as approved by President, with receipts provided
 - Prepare voucher and attach receipts
 - Give check to person/mail to person

Deposit of Checks received

Make a copy of check. Deposit the check into the Chorus Checking Account at Extraco Bank. Send a copy of check and any attachments to Vicki Davis in email or at next Chorus meeting.