



BOYS & GIRLS CLUBS

AREA COUNCIL
THE POWER OF PURPOSE

AREA COUNCIL GUIDE

APRIL 2023

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HISTORY OF AREA COUNCILS

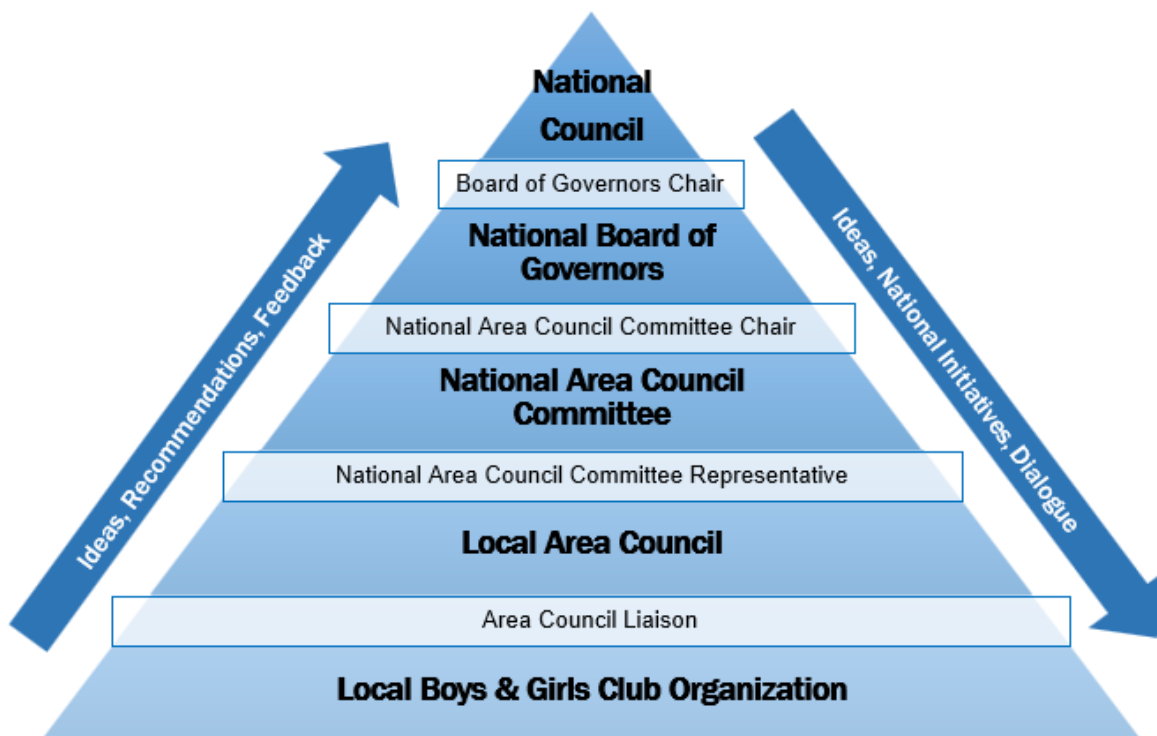
At an Annual Meeting in New York City on May 4, 1944, the National Council adopted a new constitution which provided for the establishment of Area Councils. Since that time, Area Councils have been organized in every region in which Boys & Girls Clubs are located. In some states, several Area Councils have been formed. In some regions, Area Councils have been formed to represent more than one state. These councils fulfill an important role in the structure of Boys & Girls Clubs of America (BGCA).

The Boys & Girls Club Movement has been greatly expanded and strengthened as a result of the work of Area Councils. Proposals initiated by local Area Councils have resulted in changes in the Membership Requirements for Boys & Girls Clubs of America. Board members working together in Area Councils have raised millions of dollars to support programs for youth.

STRUCTURE OF AREA COUNCILS

It is generally recognized that nationally and locally the Boys & Girls Club Movement must have the interest and active support of board volunteers if it is to progress and attain its greatest potential in service to youth. Area Councils provide a medium through which such volunteer interest and participation may be stimulated.

Area Councils are an integral part of the Movement's organizational structure. Individuals working in Area Councils initiate and review ideas, suggestions and proposals for National Council consideration and they take action to support, amend or oppose proposals before the National Council.



Local Boys & Girls Club Organization

- The local Boys & Girls Club Organization is the foundation of the Movement
- Every member organization is entitled to one vote in matters brought before the National Council
- Each local Organization has an Area Council Liaison responsible for communications between the organization and its Area Council

Local Area Council

- Provides engagement and feedback to BGCA on important strategic initiatives and changes to membership.
- Educates and motivates board volunteers in designated geographical area
- Promotes the growth, development, and effectiveness of the Boys & Girls Club Movement
- Structures meetings around the Movement's Strategic Plan to ensure the collective achievement of stated goals.
- Each Area Council works in partnership with a National Area Council Committee (NACC) Member, who is responsible for communications between the Area Council and NACC
- Area Councils will receive information from Member Organizations for proposed agenda items at the National Council meeting. It will be the responsibility of each Area Council to discuss and decide whether the proposed agenda item should be submitted to the National Area Council Committee for consideration for the agenda for the National Council meeting.

National Area Council Committee (NACC)

- Local board members are selected to represent assigned Area Councils as members of the National Area Council Committee
- Involves 22 NACC members representing 53 Area Councils. NACC members come from Boards of Directors within their state or region and understand the issues most important for the clubs they represent. The NACC strives to provide a varied perspective and engage expert board members in providing governance to the Movement.
- Facilitates engagement and feedback to BGCA on important strategic initiatives, changes to membership requirements, and other relevant issues.
- Promotes the growth, development, and effectiveness of Area Councils
- Overseen by The National Area Council Co-Chairs who are BGCA Governors and are responsible for communications between the NACC and the Board of Governors

National Board of Governors (BOG)

- Manages the business, property, and affairs of BGCA and determines operational policy.
- Responsible for fundraising to support BGCA.
- Initiates, approves, and carries out plans and programs of service to member Boys & Girls Club organizations.
- Establishes Area Councils
- The Board of Governors Chair also chairs the National Council

National Council

- Determines the policies of BGCA
- Establishes requirements for membership in the Corporation
- Establishes operating standards
- Elect's members of the Board of Governors
- Determines annual membership dues to be paid by Member Organizations
- Acts on all matters which may properly come before it

The National Council is made up of the local organizations that form the base of the BGCA organization. **Each individual local organization** has one vote on matters submitted to a vote at meetings of the National Council. The Board of Governors Chair also Chairs the National Council

National Trustees

- Trustees are advocates for Boys & Girls Clubs of America (BGCA), National Trustees share our vision and the Great Futures Campaign Impact Plan with contacts in both the public and private sectors
- Provide advice and guidance to further our mission by participating annually on Advisory Committees
- Engage in passion-point areas related to BGCA's mission, furthering initiatives and programs enhancing the impact of local Clubs
- Support the fund-raising goals of BGCA

MEMBERSHIP IN THE AREA COUNCIL

Any member organization of Boys & Girls Clubs of America within the area designated is eligible for membership in the Area Council. A provisional Boys & Girls Club organization can attend and participate in Area Council meetings, but the organization does not have voting privileges.

Member organizations in an Area Council shall be officially represented by at least the Board Chair and/or designated officer of the board of directors/Tribal Council and the Chief Executive Officer/lead representative. All board members are encouraged to participate in Area Council activities.

Organizations located on military installations may be members of an Area Council and their representatives are encouraged to participate, even though they have no board representation. Their participation brings important perspective to all organizations on the unique challenges and successes in our Military clubs.

Any additional Area Council designations must be approved through the process outlined in the BGC constitution.

AREA COUNCIL OFFICERS

Every two years, each Area Council elects:

- Chair
- Vice Chair
- Treasurer

Every two years, each Chair appoints:

- Executive Secretary (can be CEO of the Chair's Organization)

Area Councils include representatives connected to the National Organization acting as partners:

- NACC Representative- (Ex-officio)
- National Staff Director of Development (DOD)- (Ex-officio)

Elected Area Council Officers must be Board Volunteers except the Executive Secretary. The Chair is empowered by the Area Council to appoint committees or task forces to assure interesting, well-planned and effective Area Council meetings.

An Executive Secretary is appointed by the Area Council Chair. The Executive Secretary is typically the CEO of the chairperson's organization but can be a designee selected by the chairperson.

Area Council Chairperson

It is the responsibility of the chairperson to give the Area Council such leadership as is necessary to keep the Council active and functioning effectively. The chairperson's duties are as follows:

- Assist in messaging and engagement to member Area Council organizations on important strategic initiatives and changes to membership from BGCA.
- Guide and lead the program and work of the Area Council
- Preside at all meetings of the Area Council
- Appoint committees.
- Serve as ex-officio member of each committee network.

Vice-Chairperson

- Perform the chairperson's duties in the absence, resignation or inability of the chairperson to act.
- Chair a major committee or project as appointed by the chairperson.
- Assist in promoting participation by member Boys & Girls Clubs in Area Council activities.
- It is recommended that the Area Council by-laws identify the Vice-Chair as the successor to the current Area Council Chairperson

Executive Secretary

- Keep minutes of Area Council meetings and supply the chairperson, Boys & Girls Clubs in the Area Council, and Boys & Girls Clubs of America with copies of the minutes within three weeks after a meeting of the Area Council
- Transfer minutes of meetings, important documents and correspondence to the new executive secretary when his/her term of office expires.

Treasurer

- Treasurer is from the Organization approved by the Area Council Members to manage the fiscal obligation of the Area Council
- The designated Organization will use their own 501C3 Status in managing financials and follow the rules and regulations of the State, Federal and BGCA.
- Receive and disburse funds, keep a true and accurate record of all receipts and disbursements of the Council.
- Participate in a bi-annual financial review/ assessment.

**National Area Council
Committee (NACC)
Representative**

- Partners with Area Council Chairperson and DOD to facilitate planning and execution of Area Council meetings and activities.
- Works closely with the chairperson of the assigned Area Council and DOD in coordination of discussion of initiatives, strategies, and governance from BGCA
- Provide feedback from the assigned Area Council to the National Area Council Committee
- Serve as ex-officio member of Area Council committees.

**Director of Organizational
Development (DOD)**

- Partners with Area Council Chairperson and National Area Council Committee Member to facilitate planning and execution of area council meetings and activities
- Works closely with the chairperson of the Area Council and NACC representative
- Serve as ex-officio member of Area Council committees
- Promote the Area Council and the Boys & Girls Club Movement in the geographic area of the Council
- Keep Boys & Girls Clubs of America leadership informed regarding plans, programs, activities and progress of the Area Council
- Maintains rosters of Area Council officers, affiliate members and committees in partnership with Area Council officers

OTHER KEY PARTNERS IN AREA COUNCILS

Board Chairs of Member Organizations

- Recommend Area Council Liaison to represent the organization in Area Council
- Attend Area Council meetings and engage in Area Council discussions.
- Reinforce and educate the importance of Area Council engagement during board meetings.

Chief Executive Officers of Member Organizations

- Reinforce and educate the importance of Area Council engagement with Board Members
- Facilitate the logistics of participation of board members in the Area Council process.

Field Operations Vice Presidents

- Works closely with NACC representatives in respective region to facilitate planning and execution of area council development in the region.
- Serves as the coordinating lead for all Area Council activity in the region.
- Supports the development of Area Council agendas that align with strategic goals.

Chief Operations Officer

- Lead staff and key thought partner to the National Area Council Committee
- Liaison to Board of Governors on Area Council matters
- Participates in Area Council activities and ensures alignment to Movement priorities.

Area Council Liaison

A major objective of the National Area Council Committee is to have each member Boys & Girls Club organization appoint a board member/lead Tribal representative who will serve as an Area Council Liaison. This person will be the Board Chair and/or designated officer of the Board of Directors/Executive Committee/Tribal Council, who recognizes the importance of helping his/her Boys & Girls Club keep abreast of the Movement and various activities of other Boys & Girls Clubs.

Organizations located on military installations may be members of an Area Council and their representatives are encouraged to participate, even though they have no board representation. Military organizations are not allowed to vote within an Area Council.

Specifically, the Area Council Liaison (ACL) will be expected to:

- Engage in quarterly meetings using technology and face to face meetings with other ACL members in their designated Area Council
- Engage and provide feedback to BGCA on important strategic initiatives and changes to membership.
- Attend the annual planning meeting of his/her Area Council, presenting the ideas and suggestions of their Club for consideration on the program of the next Area Council meeting.
- Promote, attend and participate in the annual meeting of the Area Council as well as actively recruiting other board members from their local organization to engage in the meetings and events.
- Promote attendance and participation in National Council discussions by members of their local board of directors or other governing body.
- Provide at least quarterly reports on Area Council activities at their Club board meetings
- Assure that their Club reviews, discusses and adopts a formal position on issues of Boys & Girls Clubs of America governance which may be voted on from time to time.
- Participate in an annual assessment and annual planning meeting of their assigned Area Council
- Plan for an organized succession to the Area Council Liaison position prior to their departure

AREA COUNCIL BYLAWS/OPERATIONAL PROCEDURES

Each Area Council shall have bylaws/operational procedures approved by Boys & Girls Clubs of America. The bylaws may be amended by the Area Council, but such amendments must be approved by Boys & Girls Clubs of America before they become effective. A copy of the bylaws/operational procedures and all amendments are to be filed with the National Council.

(Sample Bylaws/Operational Procedures available in Appendix C)

AREA COUNCIL FINANCIAL MANAGEMENT

Area Councils are not legal entities, as such they cannot open and manage bank accounts as independent entities and should not incur any corporate obligations. *The Treasurer or the Executive Secretary shall maintain the finances in conjunction with a member organization of the Area Council which shall serve as the fiscal agent. The management and governance oversight of the account shall adhere to membership requirements for member organizations as well as the General Accepted Accounting Principles (GAAP).*

It is recommended that Area Councils maintain their own treasuries and charge reasonable dues to member organizations. The income derived from dues may be used to offset the

general operating expenses of the Area Council. There may be other sources of income such as registration fees at Area Council meetings.

Every two years, Boys & Girls Clubs of America, in partnership with the National Area Council Committee, will conduct financial reviews of each Area Council. This review is primarily to ensure Area Councils are not operating as a stand-alone organization and that the finances are managed through a lead agency.

(Sample Area Council Fiscal Policies and Procedures in Appendix F)

AREA COUNCIL ASSESSMENT AND PLANNING

A common understanding of the characteristics and outcomes of a high-performing Area Councils is required in order to build and sustain strong Area Councils. Therefore, an Area Council Best Practices Scorecard is completed annually and approved by the Area Council Chair, National Area Council Representative and Director of Organizational Development (DOD). This common set of performance metrics can be benchmarked against other Area Councils to drive performance and support continuous improvement. Data and trends from the scorecard are also used to support the development of an Area Council Strategic Plan as well as annually planning for the Area Council.

MEETINGS

The Area Council meetings have an aligned focus on networking, training and recognition. Meeting content should focus on key strategic initiatives to drive progress in the Area Council's geographic area, enhancing alignment with statewide initiatives and local organizations.

Number of Meetings

The Area Council will hold a minimum of one face to face annual meeting. Quarterly meetings will be hosted either face to face or via teleconference, with a minimum/best practice of three meetings in addition to the annual face to face event yearly.

Scheduling Meetings

Face to face meetings should be scheduled and communicated to local organizations at a minimum/best practice of *nine months* prior to the event. Long range planning enables all participants to schedule far ahead of time. Military organizations often require extensive advanced notice to receive authorization to personally attend. Teleconference meetings should be scheduled and communicated to the local organizations at a minimum/best practice of 90 days prior to the event. Military Club involvement is dependent on 90 days *minimum* notice.

Appendix A: Partner Activities and Programs

State Alliance

The State Alliance purpose is to organize a collective body of Boys & Girls Clubs into a single force of leverage and influence to secure state *funding* to benefit the needs of the member organizations of the alliance.

State alliances are developed under the leadership of BGCA's Office of Government Relations, and are considered separate, but operating in partnership with local Area Councils to achieve the purposes outlined above.

Youth of the Year

Thousands of Club youth participate in local, state and regional Youth of the Year events. Six teens, including five regional winners and a national military youth winner, advance to Washington, D.C., for the National Youth of the Year Celebration, where one exceptional Club member is named National Youth of the Year, serving as an ambassador for Boys & Girls Club youth as well as a voice for all of our nation's young people.

Legislative Day

The Legislative Day is for board members, professional staff, and Youth of the Year to meet with legislators at the state's capital and advocate for local Boys & Girls Clubs organizations.

BGCABoards.org

[BGCABoards.org](https://www.bgcaboards.org) contains many resources for Area Councils and board members, including a quarterly Area Council/Board Member slide deck. This deck is designed to provide an overview of current priorities, generate discussion, and facilitate the feedback loop between the National Area Council, Area Council, and local organizations.

Board Trainings

Board trainings may be offered to local organizations in partnership with the Area Council. Contact your DOD for support with Board Trainings.

Area Council Liaison and Area Council Leadership Orientations are held several times a year. Dates and registration information can be found on [BGCABoards.org/calendar](https://www.bgcaboards.org/calendar).

Appendix B: Awards & Recognition

The Boys & Girls Club Movement has a long history of recognizing the outstanding service and contributions of our staff and board volunteers. As a way to promote engagement, highlight excellence and elevate the value of Area Councils locally, a robust awards and recognition program is highly recommended for each Area Council. Listed below are the most popular awards that an Area Council can use.

Area Council Recognition for Boards: For awards to be inclusive and consistent across the movement, an awards process was built around a consistent application process, a hierarchy of winners (Area Council, Region, National), and transparency around criteria.

It is a goal to present the following awards at every Area Council:

- Board Member of the Year
- CEO of the Year
- Area Council Liaison of the Year
- Honor Awards for Program Excellence (these will be optional at Area Councils, but aligned to roll up to National Honor Awards)

Additional awards may also be presented based on the goals of the individual area council, including, but not limited to:

- High Performing Board Team of the Year (usually designed to recognize excellence as a board team in resource development, safety, marketing, financial oversight and overall performance in key youth metrics)
- New Board Member of the Year
- Area Council “Hall of Fame”:
 - An incredible marketing opportunity as it generally recognizes lifetime contributions to Boys & Girls Club Movement, a region, area or to a local Club. Most Hall of Fame events recognize both Board members and Professional staff (current and retired)
- Area Council Recognition in Outstanding Performance in other areas:
 - Marketing
 - Resource Development
 - Program & Youth Impact
 - Professionals
 - Program

National Service & Recognition Awards: since the inception of the National Awards Program in 1947, BGCA has encouraged Clubs to foster continued support of dedicated volunteers and professionals by presenting National Awards at Area Council Meetings. The National Service Recognition Program includes the following awards:

- The **National Service to Youth Award** is for Club staff, board members or other volunteers who have attained five or more years of devoted full- or part-time service to the Boys & Girls Club Movement.
- The **National Medallion** is for board members who have rendered exceptionally devoted and exemplary service to a Boys & Girls Club.
- The **National Professional Service Award** is for full- or part-time Boys & Girls Club staff who have provided exceptionally devoted service to their organization and/or the Movement.
- The **National Silver Medallion** is for board members and other volunteers who have provided outstanding and exemplary services to a Boys & Girls Club and to the Movement in a specific area or region.
- The **National Award of Merit** is for individuals outside of Boys & Girls Clubs who have provided outstanding support to a Club or to the Movement.
- The **Jeremiah Milbank National Gold Medallion** is for any individual who has rendered outstanding service to the Movement on a national level.

For more information please discuss with your Regional Vice President and or visit this link:
<https://bgcaawards.secure-platform.com/a/page/NSRP>

- National Area Council Awards (*presented annually at the National Conference during the Board luncheon*)
 - **E.L. McKenzie Memorial Award** is designed for outstanding performance and accomplishments of a local Area Council in advancing the Movement's values, board engagement, and growth of the Movement awarded as a group.
 - **W. Clement Stone Outstanding Achievement Award** is designed to recognize exceptional performance and service of an individual of a local Area Council resulting in transformation, impact, and service to its board leadership
 - **Area Council Liaison Award** is designed to recognize outstanding service and accomplishments of a local Area Council Liaison resulting in an increase in board participation in the Area Council experience through a planned communication and advocacy strategy.

Appendix C: Sample Area Council Bylaws/Operational Procedures

The _____ Area Council shall have bylaws/operational procedures approved by Boys & Girls Clubs of America (BGCA). The bylaws/operational procedures may be amended by the Area Council, but such amendments must be approved by Boys & Girls Clubs of America before they become effective. A copy of the bylaws/operational procedures and all amendments will be filed with BGCA's National Council.

Article 1 Name

The name of this organization is _____ Area Council of Boys & Girls Clubs of America.

Article 2 Purpose

The _____ Area Council is created for the purpose of exchanging information and collaborating in the areas of: plans, programs, methods and opportunities, educational development; interpreting the purpose and programs of the Boys & Girls Clubs to the public; planning joint initiatives and actions with other organizations and agencies, providing opportunities for conferences with the officers and staff of Boys & Girls Clubs of America, assisting in the establishment of new Boys & Girls Clubs, assisting in securing support for the Boys & Girls Clubs Movement and for any other purposes consistent with the purposes and policies of Boys & Girls Clubs of America. In fulfilling any of the foregoing, this Council shall not have the authority to commit Boys & Girls Clubs of America to any financial obligation without their consent evidenced in writing.

Article 3 Membership

The membership shall consist of member organizations of Boys & Girls Clubs of America within the State(s) of _____. Representation shall consist of one governing Board Volunteer and the Chief Executive Officer of each member organization. Representatives shall be appointed by each local organization in accordance with the process established for that purpose by the local organization.

Article 4 New Clubs

Any new Boys & Girls Club organization which is accepted into membership by Boys & Girls Clubs of America in the state(s) of _____ will be a member of the _____ Area Council.

Article 5 Meetings

The Area Council will hold at minimum one face to face annual meeting for the election of officers and the transaction of such other business as may appropriately come before it. Quarterly meetings will be hosted either face to face or via teleconference, with a minimum of three meetings in addition to the annual face to face event yearly. Meetings shall be held at such time and place as the Chairperson may designate upon. Face to face meetings will be scheduled and communicated to local organizations at a minimum of nine months prior to the event. Teleconference meetings will be scheduled and communicated to the local organizations at a minimum of 90 days prior to the event.

Article 6 Officers

Officers shall consist of a Chairperson, Vice-Chairperson and Treasurer elected by majority vote of the members. Officers shall be selected from board volunteers and shall serve a term of two years.

Article 7 Duties of Elected Officers

Chairperson. It shall be the duty of the Chairperson to preside at all meetings, to act as ex-officio member of all committees and to act as the representative head of the Area Council at all times.

Vice-Chairperson. It shall be the duty of the Vice-Chairperson to perform the duties of the Chairperson in the event of absence, resignation or inability to act. In addition, the Vice-Chairperson shall chair one or more committees or activities as appointed by the Chairperson. The Vice-Chairperson succeeds to the Chairperson position (for two years) following the term or departure of the Chairperson.

Treasurer. It shall be the duty of the Treasurer to (a) receive and disburse funds, (b) keep a true and accurate record of all financial transactions affecting the Council, (c) coordinate notifications regarding dues, (d) provide a financial report of the Area Council at the annual meeting, and (e) at the conclusion of his or her term, transfer all records, documents and papers to the new Treasurer.

Article 8 Secretary

It shall be the duty of the secretary to: (a) to assist in planning the activities of the Area Council (b) to act as the liaison officer between the Area Council and Boys & Girls Clubs of America; (c) coordinate notification to members of the time and place of meetings; (d) to keep minutes of meetings and file them with the Chairperson, member organizations, and the Director of Organizational Development of Boys & Girls Clubs of America; (e) to perform any other duties incidental to the office and, in general to promote the Boys & Girls Club Movement; and (f) at the conclusion of his or her term to transfer records of meetings, important documents and papers to the new Secretary. The Secretary shall be appointed by the Chairperson for a term of two years.

Article 9 Dues

The membership dues for each member organization shall be set by vote of the membership at its annual meeting. A simple majority of the paid members shall be required to modify the required annual dues.

Article 10 Voting

Each Area Council member organization will have one (1) vote on all matters brought before the Area Council. Voting may be conducted in person, by mail or by utilizing electronic means. It is important that each Area Council determine quorum and the guidelines for calling a special vote. Recommended language is as following. A quorum of members is required for voting. Quorum can be achieved by having 51% or more organizations (represented by board

volunteers) present in a meeting or holding proxies from other member organizations. Proxy voting is allowed by written or emailed authorization from the organization granting their proxy vote to a clearly defined second organization for a given Area Council meeting. Proxy authorizations must be provided to the Area Council Executive Committee prior to a vote.

Article 11 Amendments to Bylaws/Operational Procedures

The bylaws/operational procedures may be amended by a simple majority of the paid membership. All changes are subject to approval by Boys & Girls Clubs of America.

Appendix D: Area Council Event Responsibilities

Area Council Leadership

- Identify Date and Location
- Contract with Hotel, if needed
- Determine logistics for room setup, AV, meals, etc.
- Host Event Planning Meetings
- Recruit Speakers or Presenters
- Order Awards and Recognition Items
- Prepare and print materials beyond BGCA provided program

Director of Organizational Development

- 12 months prior to event, add event to Field Operations Calendar (date, location, type)
- Support Area Council Leadership in hotel logistics
- 4 months prior to event, submit Request for Event Registration Set-up Request through the submission of a Business Support Request
- Complete Area Council Check List and submit to Business Support
- Provide agenda and program items to Club Support Specialist for program creation
- Submit attendee report to Business Support Specialist for reconciliation. If virtual, send any non-registered attendees to the Business Support Specialist.
- Sent meeting minutes to the Business Support Specialist to post to appropriate SharePoint Folder.

Business Support Specialist

- Create and manage event registration site, upon receipt of request in Request Form
- Email Save the Date/Invitation to Register link as requested by DOD via Area Council Checklist
- Send email communications to applicable organizations when requested
- Create program and/or agenda and send to FedEx for printing. Upload agenda/program to Area Council SharePoint folder
- Print Name Badges for event attendees and send to FedEx for Printing when requested (Registration must close 7 business days before event for facilitation of this function)
- Send registration reports to DOD
- Process cancellation requests
- Close registration at requested deadline
- Reconcile payments received

- If applicable, submit check request to Financial Management for payment to host entity
- Upload attendee report from Cvent into SharePoint document library (virtual event). Upload attendee report of onsite participants into SharePoint once received from DOD (in person).
- Enter FCR for area council meeting with agenda summary and attendee list

Appendix E: National Area Council Committee and DOD Supplement

A current listing of National Area Council Committee members and the Area Councils they serve can be found on [BGCBoards.org](https://bgcaboards.org). The supplement provides links to the DOD responsible to each Area Council and the NACC members supporting each region.

This supplement is updated quarterly to provide an accurate listing.

<https://bgcaboards.org/area-council-map-by-region-dod-contacts/>

Appendix F: Area Council Fiscal Policies & Procedures

Since Area Councils are not a legal entity with a tax ID number, bank accounts should be kept within the structures of one of the member organizations. With that in mind, it is critical that adequate policies, procedures, and controls are in place to ensure fiscal integrity.

For any monies flowing into the Area Council, controls should be put in place to ensure that there is never a single point of control of the cash/checks.

Cash/Check Receipts

All checks and cash received are reviewed by two people and recorded on a log, listing the date received, payer, purpose, and amount received.

A Deposit Record is prepared listing the source account, source description, date received, amount received, and amount deposited for each line item, and a total of all funds received and deposited.

The principal steps in the cash/check receipts processes are:

Monies are received by two people who will enter all cash/checks into a log and stamp all checks as follows:

1. Endorsee all checks by rubber stamp to read as follows:
 - a. PAY TO THE ORDER OF XXXX
 - b. Account #
 - c. FOR DEPOSIT ONLY
 - d. Boys & Girls Club of XXXX
 - e. Account #
2. The endorsement stamp will specify into which corporate account (Checking, Savings, and Restricted Funds) the deposit will be made.
3. The checks are kept in a locked, secure location until deposited at the bank.
4. Deposits are submitted to an officer of the Area Council for approval including endorsed checks, deposit log book, and the correct account allocation for each deposit. Once approved by the officer, the deposit is taken to the bank for deposit. A copy of the deposit slip is attached to the deposit. The deposits are put into a file to attach to the bank statement.
5. All cash received will be counted, verified, and signed off by two people. An original receipt will be given to the paying party, the second copy will be attached to the deposit slip and the third copy kept for internal purposes. Cash will be kept in a locked, secure location. Cash and checks that total over \$500 will be deposited in the bank within 24 hours of receipt.
6. All receipts will be deposited intact. No disbursements will be made from cash or check receipts prior to deposit.

Bank Account Reconciliations

1. All monthly bank statements received are given, unopened, to the Area Council officer, who will review the statements for unusual balances and/or transactions, inconsistent check numbers, signatures, cash balances and payees. After review by the officer, he/she will initial and date the bottom, right hand corner of the first page of each bank statement reviewed.
2. The officer then gives the statements to the Bookkeeper for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, and a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Bookkeeper should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than seven days after receipt of the monthly bank statements.
4. When reconciling the bank accounts, the following items shall be included in the procedures:
 - a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal
 - b. A comparison of inter-organization bank transfers to be certain both sides of the transactions have been recorded in QuickBooks.
 - c. An investigation of items rejected by the bank, i.e. returned checks or deposits
 - d. A comparison of cancelled checks with the disbursement journal as to check number, payee and amount.
 - e. An accounting for the sequence of checks both from month to month and within a month.
 - f. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
5. The officer will verify that voided checks, if returned, are appropriately defaced and filed.
6. The officer will investigate any checks that are outstanding over six months.
7. The Bookkeeper will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
8. The reconciliation report will be reviewed, approved, dated, and initialed by the officer.
9. Copies of completed bank reconciliations will be forwarded to the Area Council Treasurer for his/her review.
10. The Treasurer shall review the bank statement for the following:
 - a. Inconsistent check numbers
 - b. Signatures
 - c. Cash balances

- d. Payees
 - e. Endorsements
 - f. Comparison of dates and amounts of daily deposits as shown on the bank statement with the cash receipts journal.
 - g. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - h. An investigation of items rejected by the bank, i.e., returned checks or deposits.
11. The Treasurer shall initial and date the bottom, right hand corner of the first page of each bank statement reviewed.
12. The Treasurer shall initial and date the bottom, right hand corner of the first page of each reconciliation report.