

	Friends of the Border to Border Trail (B2B)			
	Treasurer's Report February 16, 2020			
		Date	Amount	
Bank statement	Previous bank account balance	11/18/19	2,793.04	
	Membership fees and donations since 10/25/2019 (\$10 + 2x\$25 + \$100 + \$250, minus PayPal fees)	12/15/19	396.60	
	Membership fee (by check)	12/30/19	45.00	
	Current bank account balance	01/21/20	3,234.64	
Later expenses				
Later deposits				
	Adjusted balance		3,234.64	
	Note: PayPal fee is 2.9% plus 30 cents per transaction			
	Square fee is 2.6% plus 10 cents per transaction			

To update Treasurer Report:

Copy Date and Amount from "Current bank account balance" and Paste Special -> Values to "Previous bank account balance". Note that red "Balance error!" should appear next to "Current bank account balance".

From the latest bank statement, enter the Date and Amount of "Current bank account balance".

Highlight all the old transaction descriptions, dates, and amounts between "Previous bank account balance" and "Current bank account balance" then right-click and "Clear Contents". Also clear all the old transaction descriptions, dates, and amounts below "Current bank account balance".

In the area between "Previous bank account balance" and "Current bank account balance" enter new transaction descriptions, dates, and amounts from all bank statements since the last Treasurer Report. Note that red "Balance error!" next to "Current bank account balance" should disappear. If not, check for errors in the transactions or "Previous bank account balance" or "Current bank account balance".

If any transactions happened after the latest available bank statement, record them below "Current bank account balance" (note separate sections for expenses and deposits).

The Treasurer should check meeting minutes to confirm that all expenses were authorized by a vote of the board. Any questionable expenses should be discussed at the next board meeting.

The Treasurer should also check the PayPal account, and periodically transfer funds from PayPal to the bank account.