

Appendix C: Financial Review Checklist

This document ensures a consistent process to review the finances of the Sixth District.

Date: Wednesday, 05/25/2022

Time: 1:30pm EST

Location: SDDS Office at 501 Plaza Drive, Vestal, NY 13850 and Zoom

Attendees: (Office) Timothy D. Smith, Executive Director; (Zoom) Paul Weber, Treasurer

Login and review the M&T Accounts and bill paying process

Login to QuickBooks, run the following two custom reports for M&T Account 100 - Business Checking 8891017629, print them and review each one.

1. Select the **Reports** dropdown menu
2. Select **Company & Financial**
3. Select **Profit & Loss Detail**
4. Select **Custom** from the **Dates** dropdown menu
5. Update the **Dates** field for one of the following date ranges:
 - a. Last Fiscal Year
 - b. This Fiscal Year-To-Date
6. Click the **Customize Report** button
7. Select the **Filters** Tab
8. Under **Account**, select the **100 Account**
9. Select **Yes** under the **Include split detail?**
10. Click **OK**

Login to Aptify and review the fee processing process for events

Login and review the Vanguard Investment Account

Note: See **SDDS Account Access List** for login credentials