

## Appendix C: Financial Review Checklist

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

**Date:** Wednesday, 09/29/2021

**Time:** 1:30pm EST

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

**Attendees:** Timothy D. Smith, Executive Director; David Salomons, 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 **From** fields for one of the following date ranges:
  - a.  Previous Fiscal Year
  - b.  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



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