



## **Quarterly Closing Procedures**

1. Record all cash receipts.
2. Record all Chase Bank and TD Ameritrade transactions.
3. Reconcile Chase bank account and give copy to Institutional Advancement.
4. Record any Accounts Payables and Receivables
5. Schedule of cash receipts and disbursements and balance sheets created and forwarded to Institutional Advancement and College CFO (who also serves as the Foundation's Acting Treasurer) for review.