

Web-Based Donation Account Procedures

1. Staff shall maintain the log-in and password for account.
2. Staff shall transfer funds from web-based system to CCLT checking account not more than once per month and within 7 days of the last day of the month.
3. Staff shall record deposit record within accounting software prior to the end of the month.
4. The CCLT 3rd Party Accountant shall reconcile monthly web based account report in addition to CCLT Checking Account and accounting system as part of the monthly financial report.