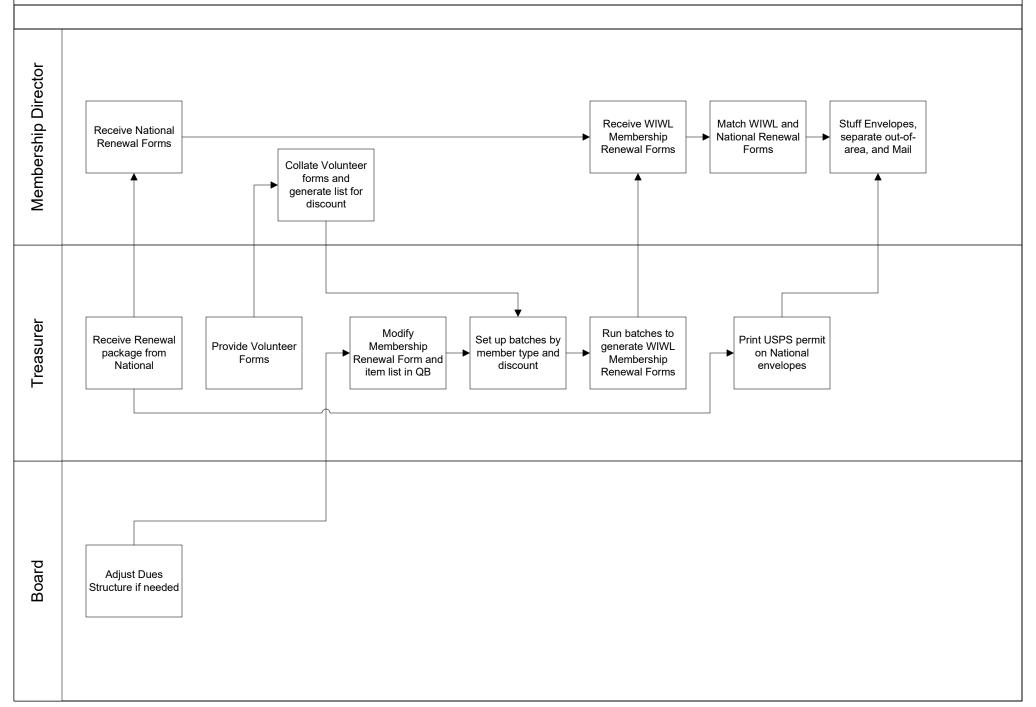


# Winchester Chapter of the Izaak Walton League

Operating Procedures as of 9/10/2017

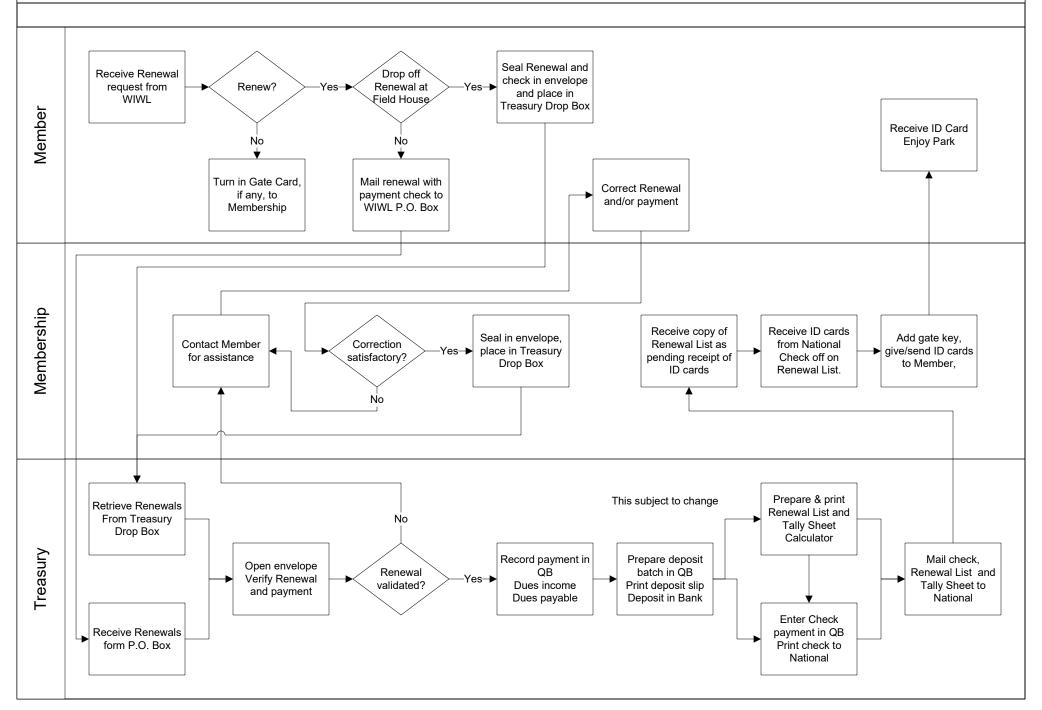
# WIWL - GENERATE RENEWAL





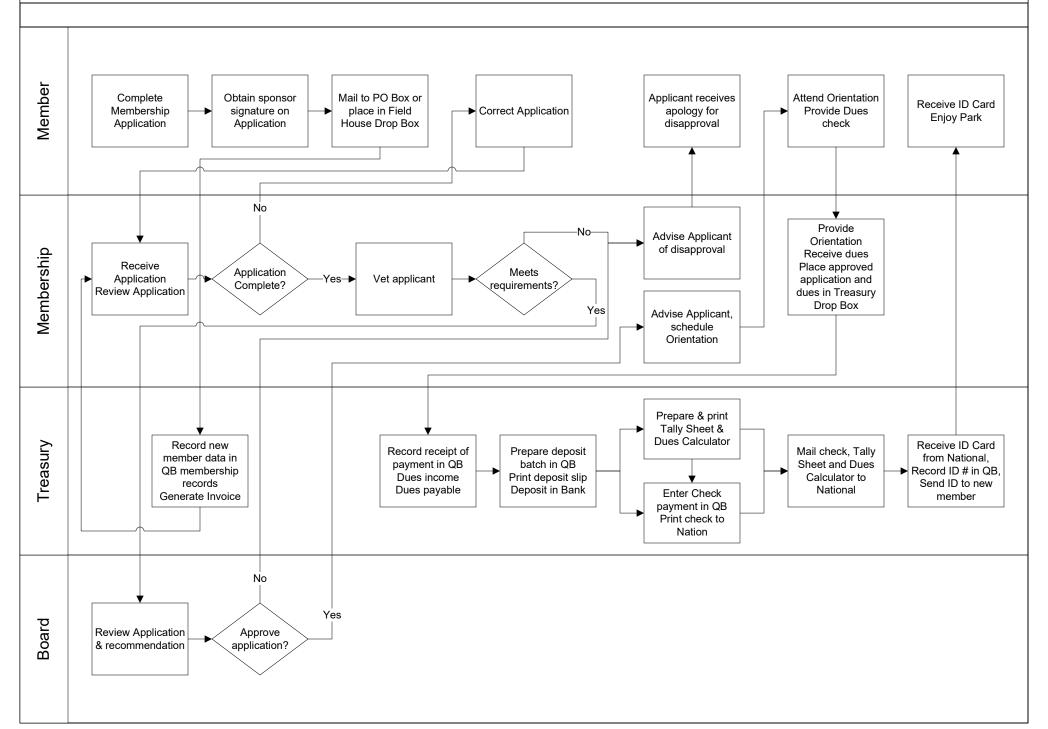
#### WIWL - MEMBERSHIP RENEWAL





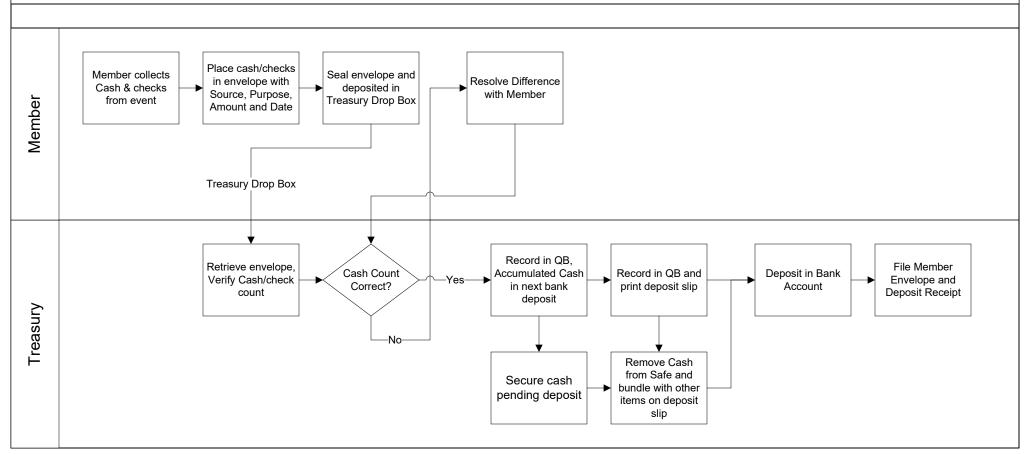
#### WIWL - NEW MEMBER





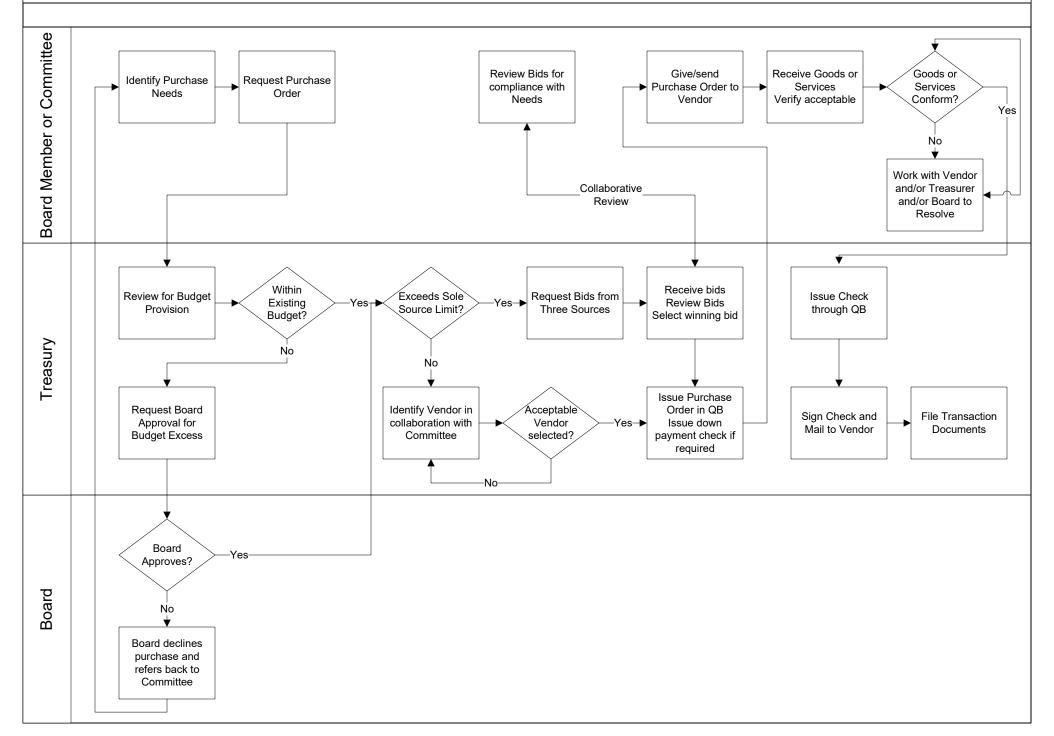
## WIWL - EVENT CHECK AND CASH RECEIPTS





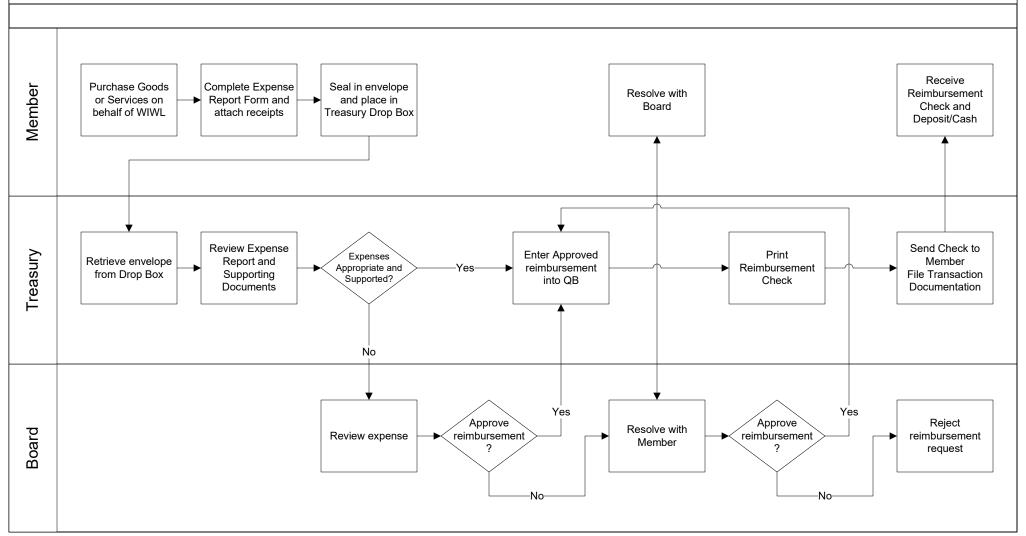
# WIWL - ISSUANCE OF PURCHASE ORDERS





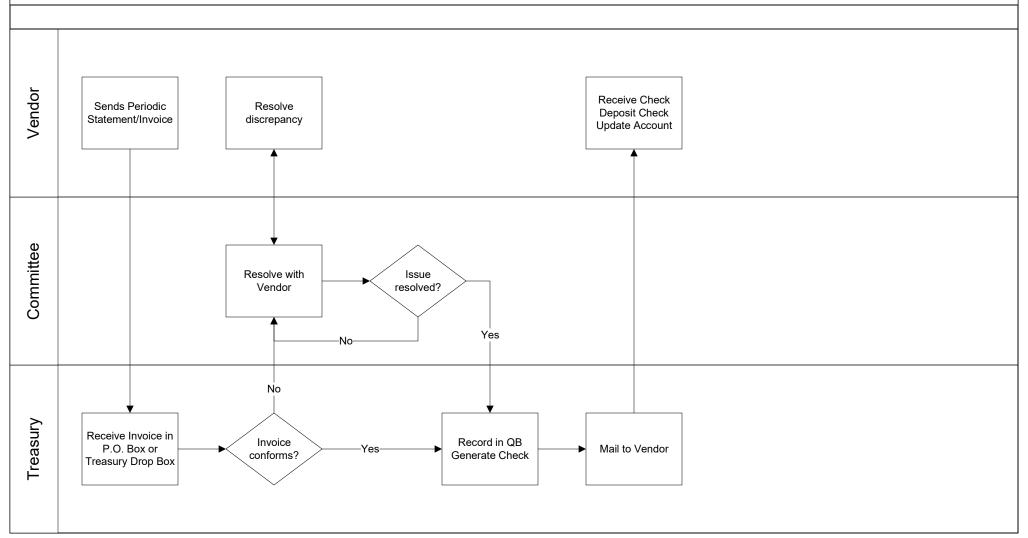
#### WIWL - EXPENSE REIMBURSEMENT





# WIWL - VENDOR PAYMENTS





#### WIWL - VENDOR PAYMENTS - Alternate Vendor Receive Check Sends Statement/ Vendor files small Vendor Corrects Deposit Check claims case Invoice Update Account Receive Invoice in Record Payment Invoice Print Check Accounting Drop Yesin QB Conforms? Mail to Vendor Box or P.O. Box No Yes Treasury Yes Routine Cancel entry in QB Service? Resolve with Problem Advise Vendor of Vendor Resolved? Rejection -No-No Purchase Goods/Service Record Invoice in Yes-**▶** Order? Received? QB

No

Review Purchase

Payment

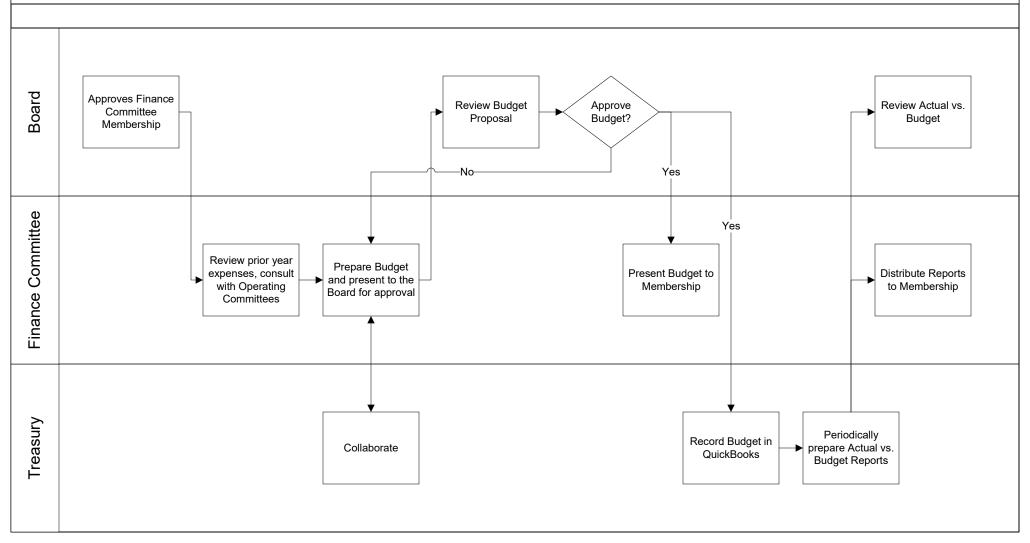
Approved?

-No-

President

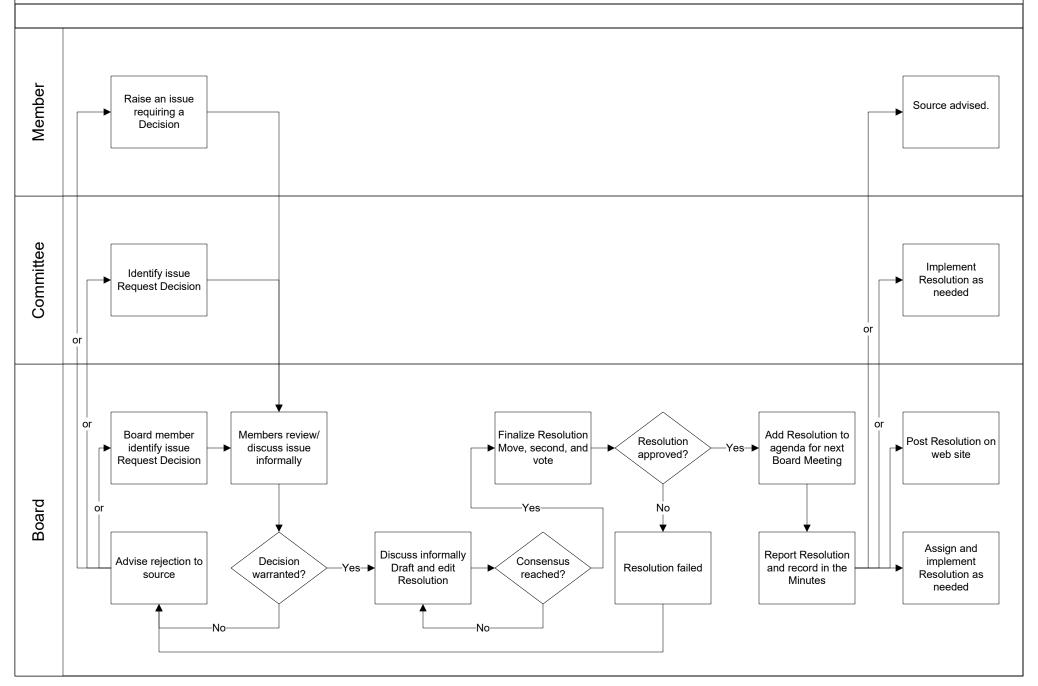
# WIWL - BUDGETING PROCESS





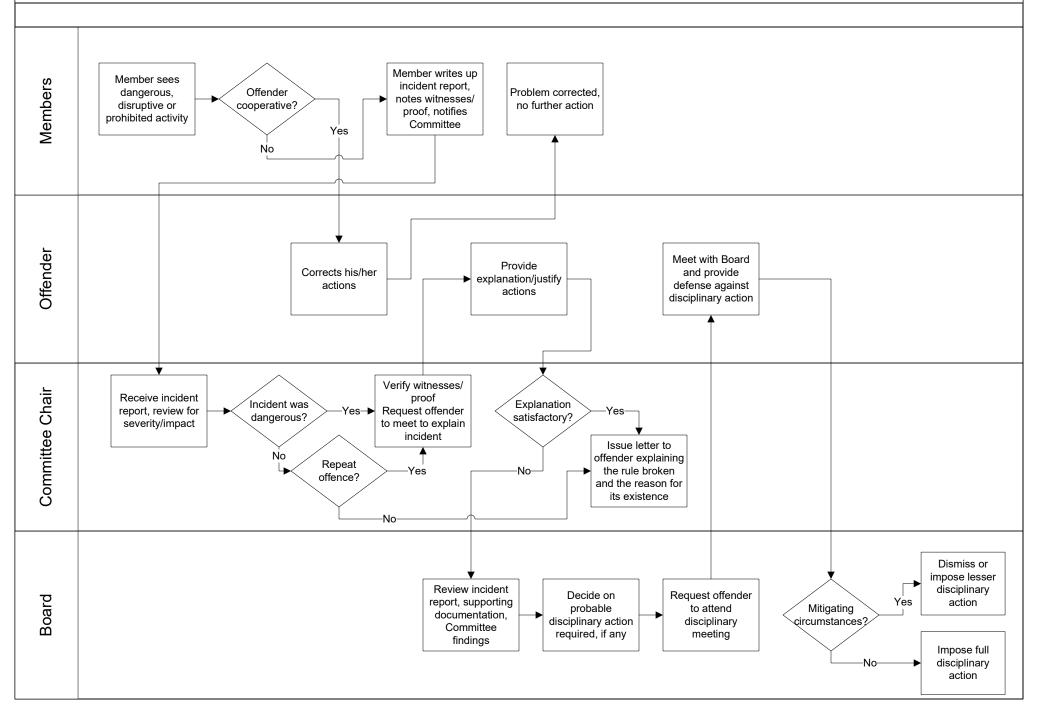
## WIWL - BOARD DECISION MAKING PROCESS





#### WIWL - DISCIPLINE PROCESS





# WIWL - ELECTION PROCESS



