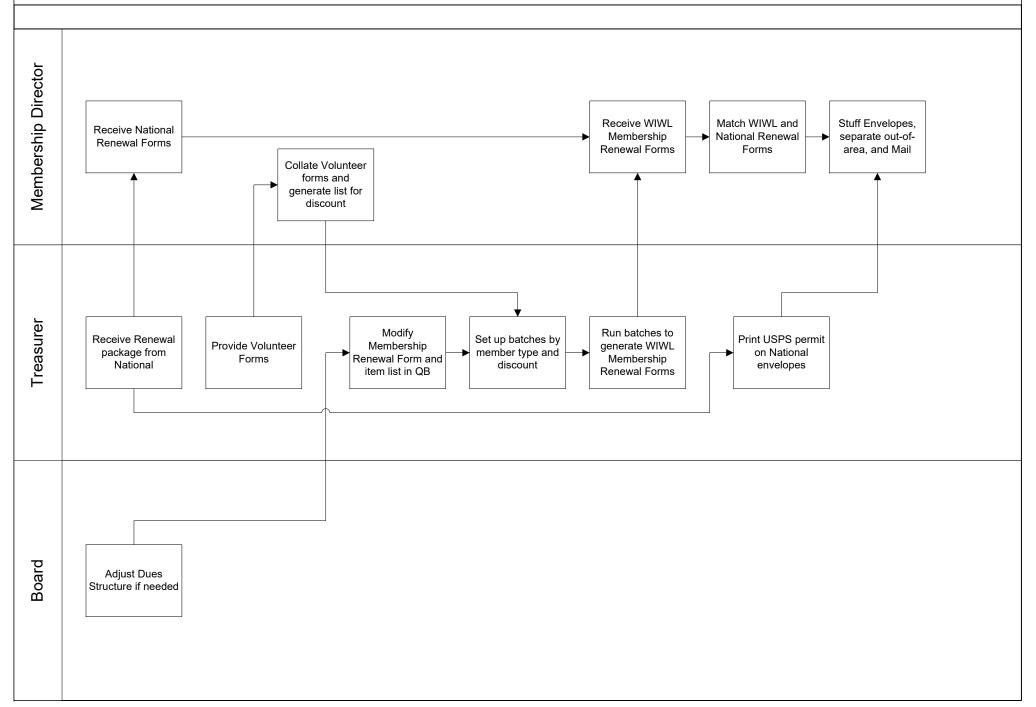


Winchester Chapter of the Izaak Walton League

Transaction Flow Charts as of 5/19/2019

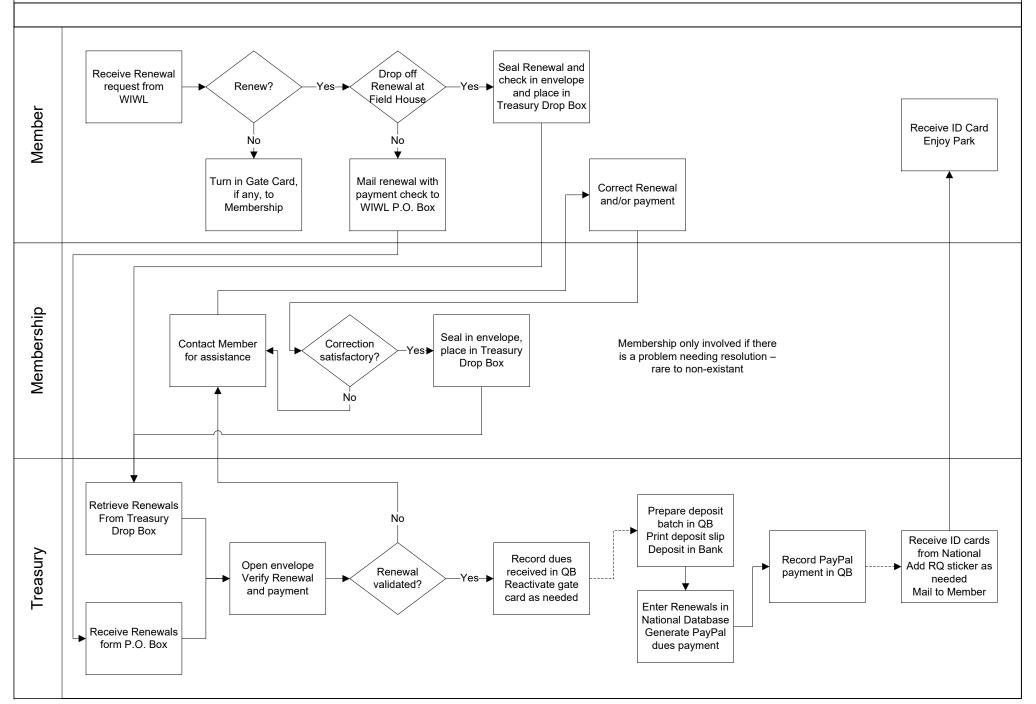
WIWL - GENERATE RENEWAL





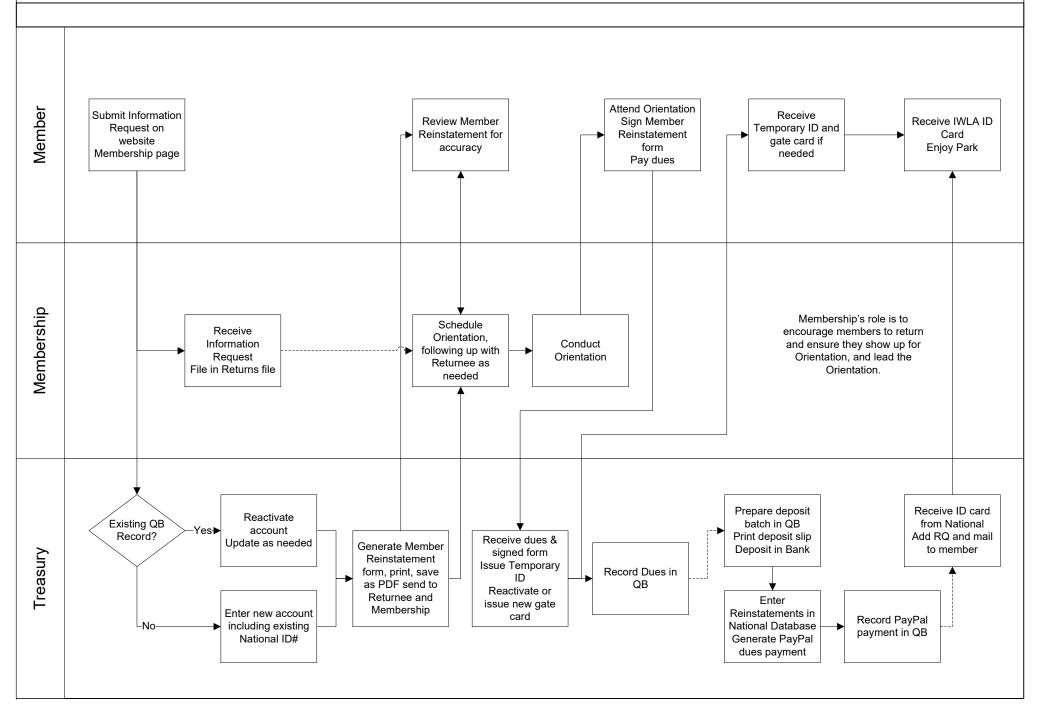
WIWL - MEMBERSHIP RENEWAL





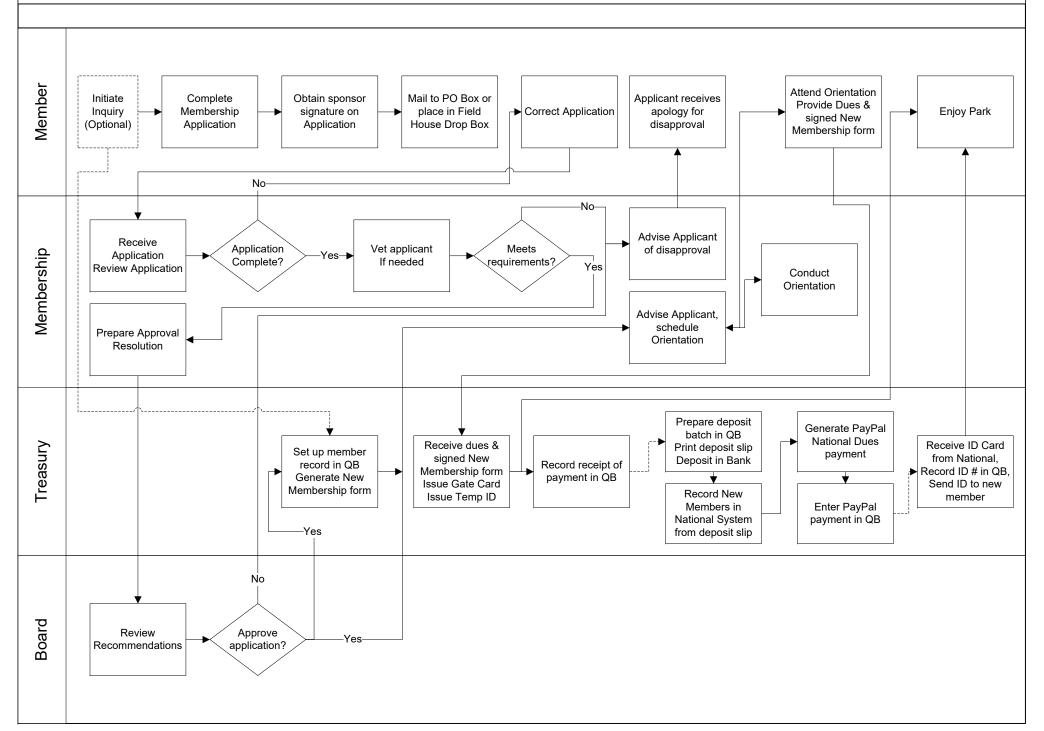
WIWL - RETURNING MEMBERSHIP RENEWAL





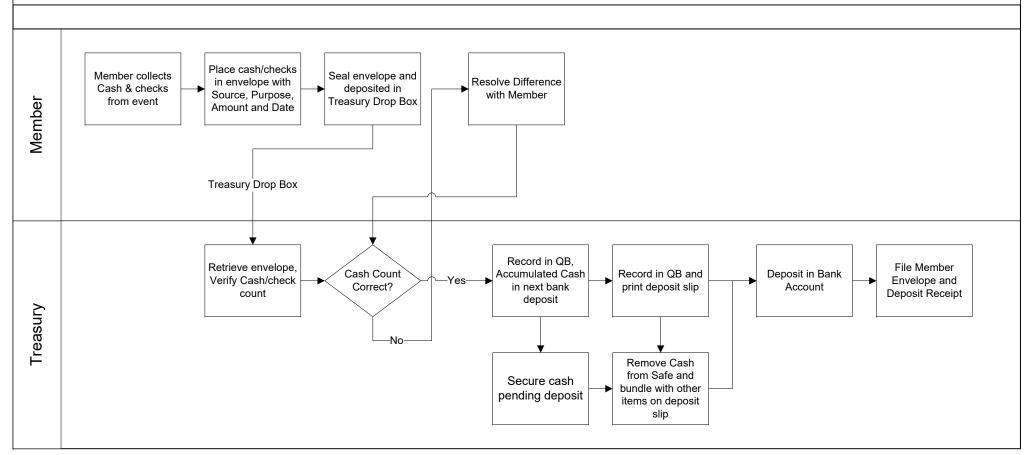
WIWL - NEW MEMBER





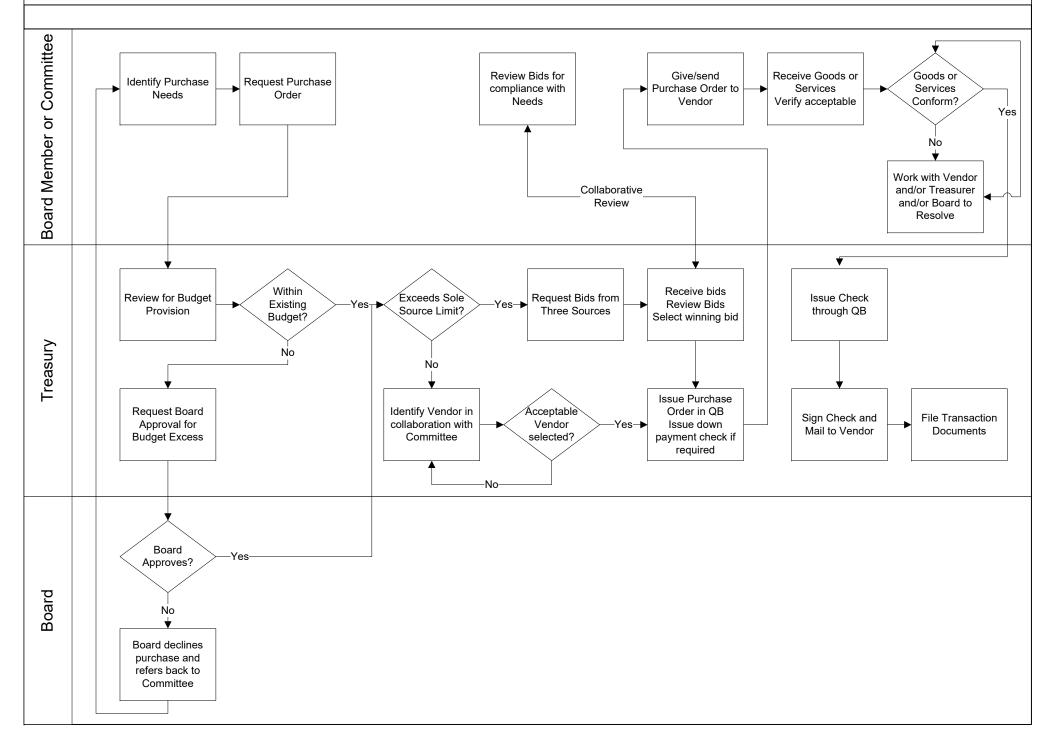
WIWL - EVENT CHECK AND CASH RECEIPTS





WIWL - ISSUANCE OF PURCHASE ORDERS





WIWL - EXPENSE REIMBURSEMENT Receive Complete Expense Member Purchase Goods Seal in envelope Reimbursement Resolve with Report Form and or Services on and place in Board Check and attach receipts Treasury Drop Box behalf of WIWL Deposit/Cash Review Expense Send Check to Treasury Enter Approved Print Expenses Report and Retrieve envelope Member Appropriate and reimbursement Reimbursement Supporting Documents from Drop Box File Transaction Supported? into QB Check Documentation No

Approve

reimbursement

Review expense

Board

Yes

-No-

Resolve with

Member

Yes

-No-

Reject

reimbursement

request

Approve

reimbursement

WIWL – VENDOR PAYMENTS Sends Periodic Statement/Invoice Resolve discrepancy Resolve with Vendor Resolve with Vendor Resolved?

Yes

Record in QB

Generate Check

Mail to Vendor

-No

Yes-

No

Invoice

conforms?

Treasury

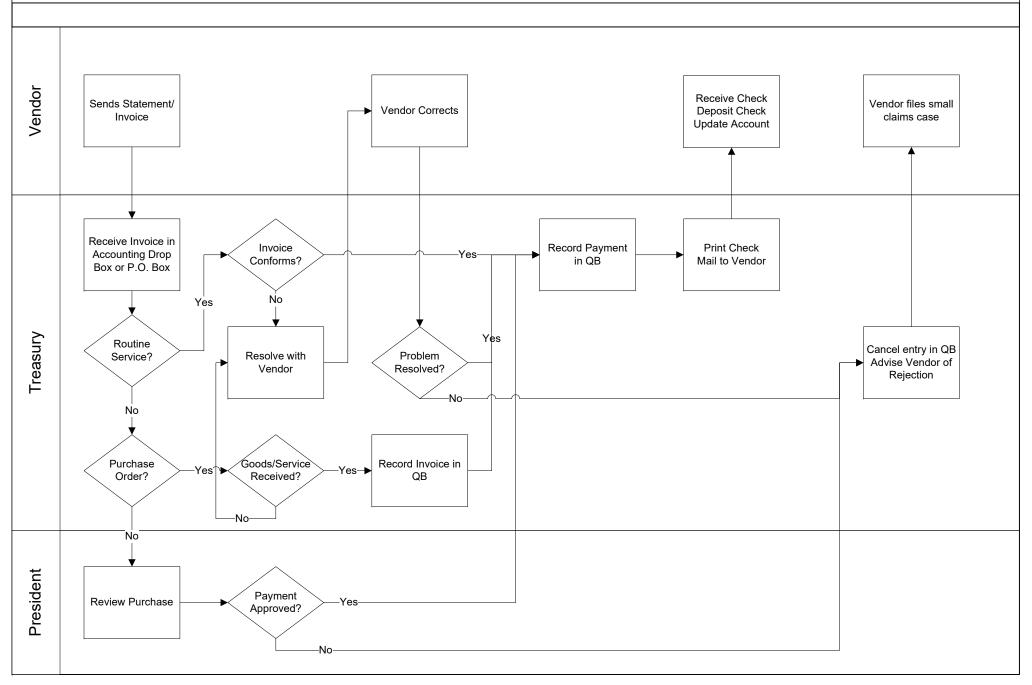
Receive Invoice in

P.O. Box or

Treasury Drop Box

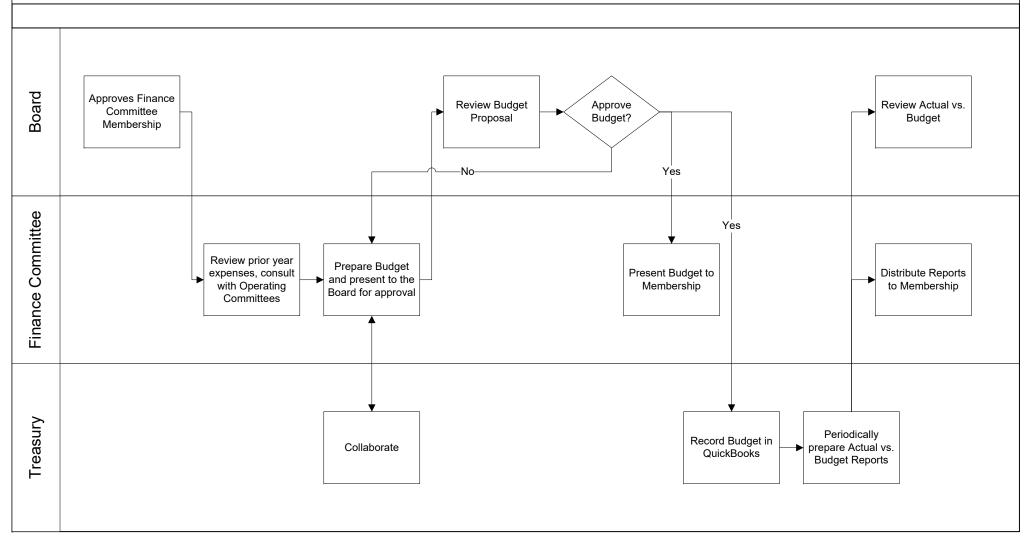
WIWL - VENDOR PAYMENTS - Alternate





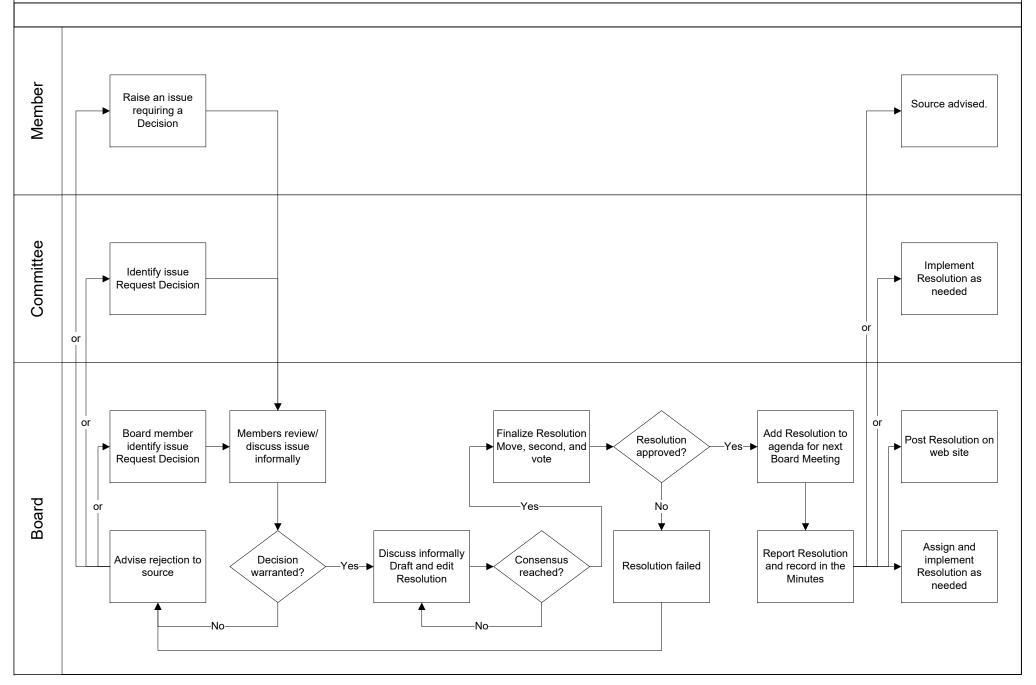
WIWL - BUDGETING PROCESS





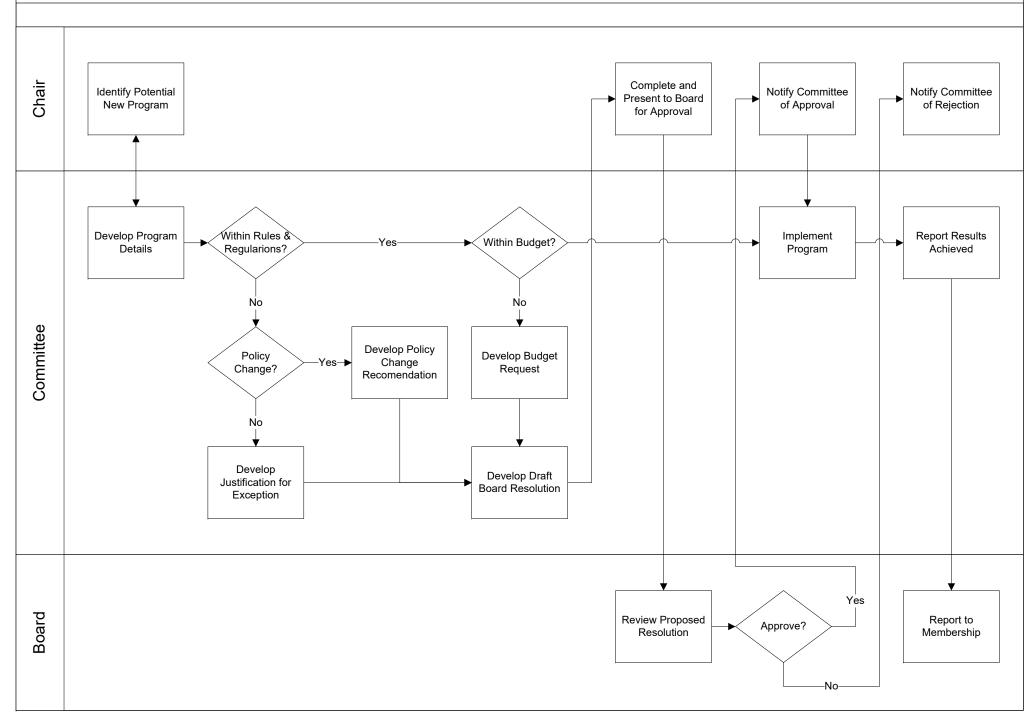
WIWL - BOARD DECISION MAKING PROCESS





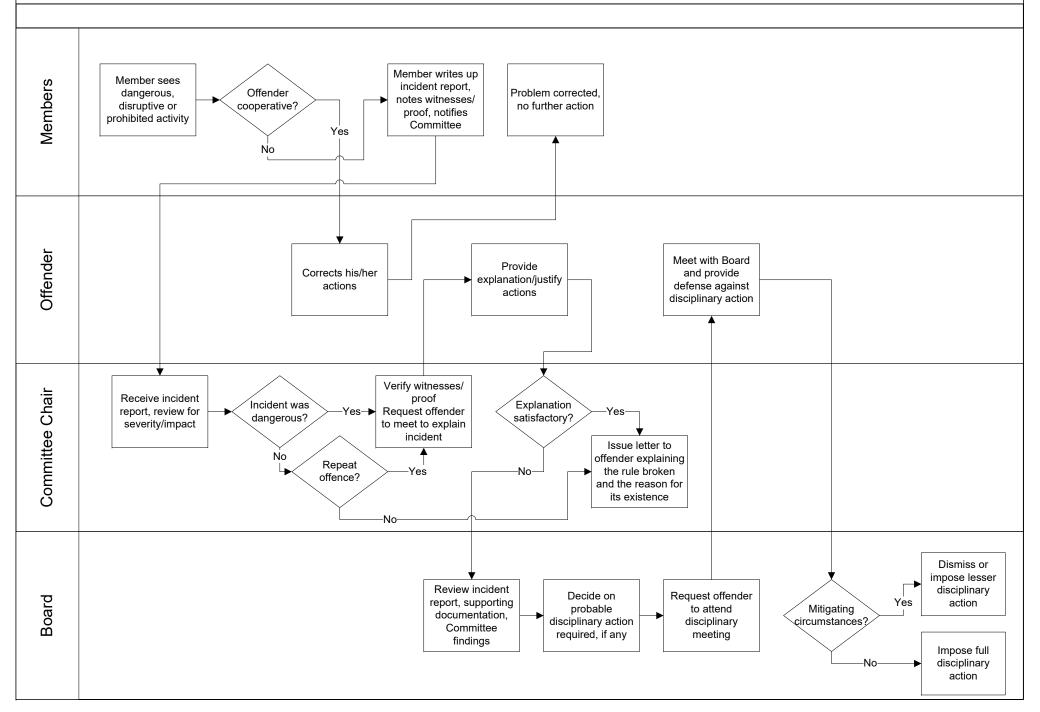
WIWL - COMMITTEE OPERATIONS





WIWL - DISCIPLINE PROCESS





WIWL - ELECTION PROCESS



