

## Checklist Treasurer

### Month Specific

#### **July (at Beginning of Program Year):**

- ❖ Arrange to receive chapter financial records from previous Treasurer as soon as possible after the annual audit is completed (the chapter President appoints the audit committee).
  - Should receive checks and debit card, either hard copy or electronic copy of chapter check register, bank statements, membership files, chapter's EIN form (EIN # is 06-1819349), etc.
  - File/update a Fictitious Name Registration with the State of Missouri, Secretary of State's Office, using the new President, Treasurer and Program Chair's contact info as the "Name of Owners" (can be done online; requires \$7.00 filing fee).
  - Arrange for the former account holder(s) (former Treasurer) and the newly elected President, Treasurer and Program Chair to meet at the bank, and bring the Fictitious Name Registration and the chapter's EIN form to have the names on the account updated.
- ❖ Assists in the development of a reasonable budget for the Chapter.

#### **June (at End of Program Year):**

- ❖ Prepare a year-end financial statement for submission to Association Headquarters with the Chapter's Annual Report.

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### Monthly

- ❖ Verify that the chapter checking account is balanced to the most recent bank statement.
- ❖ Provide report on account activity and balance at monthly Board meetings.
- ❖ Collect dues and/or luncheon fees.

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### On-going

- ❖ The chapter President, Treasurer and Program Chair should both have access to the chapter's bank account and be able to write checks and use the debit card. If either of those individuals changes, the names on the chapter's bank account need to be updated.
- ❖ Prepare financial reports and provides copies for auditing.
- ❖ Monitor expenditures throughout the year and notify Board if expenses/revenue are significantly different from budgeted projections.

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