



Top Ten Checklist for State & Chapter Treasurers

- Pay bills** and prepare periodic reports of such disbursements to the Board of Directors.
- Prepare bank reconciliations** monthly for review by the president or others per procedures adopted by the Board of Directors.
- Prepare financial reports** on expenditures and income. If necessary, provide an accounting of items not consistent with the approved budget. Reports should be prepared on a quarterly or monthly basis.
- Prepare investments reports** on a periodic basis to include all savings, CDs and other investment accounts.
- Prepare an annual budget** together with the president, other officers and committee chairs and submit it to the Board for approval.
- Ensure filings deadlines are met** for all federal and state requirements including Federal Form 990, state equivalent of 990 and reports required to keep incorporation status current.
- Ensure all signature cards** relating to banking and investment accounts are current.
- Ensure access to financial records**, both state and chapter, for CPA firm engaged by your state council.
- Ensure financial records** required as a condition of grants received are kept in the manner specified in the grant contract or other guidelines.
- Take time** to train a Treasurer-Elect or the incoming Treasurer.