



TREASURER FAST START
DUE JULY 15

ITEMS TO BE DONE:

1. Sign bank signature card and/or papers (should have at least two signatures).
2. Set current year budget with assistance of board.
3. Present budget to chapter for approval.

CHECKLIST OF ITEMS THAT SHOULD BE IN YOUR FILES:

- _____ Checkbook
- _____ Deposit Tickets
- _____ Savings Account info (if applicable)
- _____ Cash Receipts book/journal
- _____ Cash disbursement journal
- _____ Bank Stmts and reconciliations (7 years)
- _____ Cancelled checks (if returned by bank)
- _____ Treasurer's Monthly Reports (5 years)
- _____ Invoices/vouchers (5 years)
- _____ Endorsement Stamp (if chapter has one)
- _____ Copies of Sales Tax filings (5 years)
- _____ Proof of Insurance for current year
- _____ MNWT Treasurer's Manual - 2010 edition
- _____ Transmittals (current year)
- _____ MN Sales Tax ID number
- _____ Federal Income Tax exemption info
- _____ 990n Postcard filings (5 years)
- _____ Annual Registration w/MN Secretary of State office (current year)

ALL VERIFICATION IS TO BE SENT TO STATE TREASURER BY JULY 15th