



# Minnesota Women of Today Treasurer Fast Start

Name: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

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ALL VERIFICATION IS TO BE SENT TO STATE FINANCIAL VICE PRESIDENT BY 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
- 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)