

Treasurer's
Month to Month
Required Reports & Records

July 1, _____ to June 30, _____

- Monthly:
- *Monthly Financial Statement
 - *Bank Statement
 - *Check Request Forms, receipts, and cancelled checks
 - *Funds Received Forms with money counters and receipts
 - *Local remittance statement for membership dues
 - *Copy of meeting minutes

Bi-Yearly: Sales Tax Refund Form

Yearly: Approved Budget, Year-End Financial, AFR (formally Audit), Gross Receipts Test, IRS 990 with Schedules or 990N epostcard

Additional materials to leave in and update each year: Ledger, EIN #, Bylaws, Budget and month approved minutes, Membership list, any signed contracts, Ethics/Conflict of Interest and Basic Fiscal Management forms, any IRS correspondence.

EIN Number:

Tax Exempt Number:

12510060-002-STC

For purchases over

\$1,000.00

Copy of:

*Budget

*Minutes from general meeting where budget was approved

*Minutes of general meeting where any changes greater than 10% were made to the budget

Copy of:

*Ethics/Conflict of
Interest

*Basic Fiscal
Management Forms

Copy of:

*Bylaws

(current version
with red stamp)

*Standing Rules

JUNE

(End of Fiscal Year)

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement (membership dues by 25th)
- Copy of meeting minutes
- Sales Tax Refund Form (Jan 1-June 30)
- Year-End Financial Report for year
- AFR (Audit) for year
- Copy of year's budget
- IRS 990N epostcard or 990 EZ and Schedule (after July 1)
- Books closed June 30

MAY

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

APRIL

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

MARCH

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

FEBRUARY

20

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes
- Sales Tax Refund Forms—due to council Feb. 1 (July 1-Dec. 31)

JANUARY

20

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

DECEMBER

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes
- Prepare Sales Tax Refund Form
(July 1-Dec. 31)

NOVEMBER

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

OCTOBER

20

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes
- Budget and minutes of general meeting due to council

SEPTEMBER

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement (membership dues by 25th)
- Copy of meeting minutes

AUGUST

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement (membership dues by 25th)
- Copy of meeting minutes
- Sales Tax Refund Form due to council Aug. 1 (Jan. 1-June 30)
- Previous Year-End Financial Statement and AFR (Audit) due to council
- IRS 990N epostcard or 990 EZ and Schedules copies due to council
- Ethics/Conflict of Interest and Basic Fiscal Mismanagement forms due to council

JULY

(beginning of fiscal year)

20_____

- Monthly Financial Statement
- Bank Statement
- Check Request Forms, receipts and cancelled checks
- Funds Received Forms with money counters and receipts
- Local Remittance Statement
(membership dues by 25th)
- Copy of meeting minutes

Copy of:

*Previous Year's
Year-End Financial
Statement

*Previous Year's Budget

*Previous Year's AFR
(Annual Financial
Reconciliation Report)

Copy of:

*Treasurer's Handbook