

# 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

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:**

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**Tax Exempt Number:**

**12510060-002-STC**

**For purchases over**

**\$1,000.00**

# JULY

(beginning of fiscal year)

20\_\_\_\_\_

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

JULY continued

Copy of:

\*Previous Year's  
Year-End Financial Statement

\*Previous Year's Budget

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

\*Treasurer's Handbook

# 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

\*Bylaws

(current version with red stamp)

\*Standing Rules

# AUGUST

## 20\_\_\_\_\_

- Monthly Financial Statement
- Bank Statement
- Check Request Forms and receipts
- Funds Received Forms with money counters and receipts
- Local Remittance Statement (membership dues by 25<sup>th</sup>)
- 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 e-postcard or 990 EZ and Schedules copies due to council
- Ethics/Conflict of Interest and Basic Fiscal Mismanagement forms due to council

# SEPTEMBER

20\_\_\_\_\_

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



# OCTOBER

20\_\_\_\_\_

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

# NOVEMBER

20\_\_\_\_\_

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

# DECEMBER

20\_\_\_\_\_

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

# JANUARY

20\_\_\_\_\_

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

# FEBRUARY

20\_\_\_\_\_

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

# MARCH

20\_\_\_\_\_

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

# APRIL

## 20\_\_\_\_\_

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

# MAY

## 20\_\_\_\_\_

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



# **JUNE**

## **(End of Fiscal Year)**

### **20\_\_\_\_\_**

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