



## Treasurer Best Practices

### CHECKLIST for Chapter Treasurers

#### Books Checklist:

1. Bank statements (originals are required)
2. Expense documents - all original receipts, invoices, member expense claims. These supporting documents are required for each cheque issued or cancelled. Cheque information should be recorded on the document, such as:
  - Cheque no.
  - Date paid
  - Amount paid
  - Sign or initial
3. Completed original sign-in sheets which will include member name, address, email information and member number
4. Minutes July to June supporting expense documents
5. AGM Minutes, copy of budget and copies of all election forms
6. Signatures from members receiving gifts and/or door prizes. The sign-off sheet must contain:
  - Gift card description
  - Name of member
  - Signature
7. Completed Chapter Financing Disbursement Request form