

Treasurer Calendar/Checklist



The following calendar/checklist shows by month the activities and events you should be addressing. You may use the blank lines to add items.

June

Before taking office in July, you should:

- Attend district-sponsored club officer training program
- Meet with outgoing executive committee and obtain files from outgoing treasurer
- Meet with executive committee to complete Club Success Plan
- Work with executive committee to develop club budget
- Review TI Supply Catalog and order materials
- Obtain treasurer handbook from incoming president and read it
- Provide bank with a new signature card
- _____
- _____

July

- Attend district-sponsored club officer training program if you didn't attend in June
- Finalize budget and obtain approval from executive committee
- Present budget to club for approval
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Present oral financial report to club
- Pay bills
- _____
- _____

August

- Attend district-sponsored club officer training program if you didn't attend in June or July
- Prepare and send dues statements to members by August 15
- Begin collecting dues
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- _____
- _____

September

- Collect dues
- Work with president, vice president membership, and secretary to prepare dues renewal. Dues must be at World Headquarters by October 1
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- _____
- _____

October

- Make sure dues are received at World Headquarters by October 1
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Present oral financial report to club
- Pay bills
- _____
- _____

November

- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- If club elects semiannually, prepare club accounts for audit
- If club elects semiannually, prepare to give files and handbook to incoming treasurer
- Pay bills
- _____
- _____

December

- Attend district-sponsored club officer training program
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- If club elects semiannually, meet with incoming executive committee and give files and handbook to newly elected treasurer. Help prepare new treasurer for office

If the club elects semiannually, the incoming treasurer should:

- Attend district-sponsored club officer training program
- Provide bank with new signature card
- Work with incoming executive committee to develop club budget
- Read treasurer handbook
- _____
- _____

January

- Attend district-sponsored club officer training program if you didn't attend in December
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Present oral financial report to club
- Pay bills
- If club elects semiannually, incoming treasurer finalizes budget and obtains approval from executive committee
- If club elects semiannually, incoming treasurer presents budget to club for approval
- _____
- _____

February

- Attend district-sponsored club officer training program if you didn't attend in December or January
- Prepare and send dues statements to members by February 15
- Begin collecting dues
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- _____
- _____

March

- Collect dues
- Work with president, vice president membership, and secretary to prepare dues renewal. Dues must be at World Headquarters by April 1
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- _____
- _____

April

- Make sure dues are received at World Headquarters by April 1
- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written and oral treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Present oral financial report to club
- Pay bills
- _____
- _____

May

- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting and present written treasurer's report
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- Prepare club accounts for audit
- Prepare to give files to newly elected treasurer
- _____
- _____

June

- Submit new member dues and Applications for Membership to World Headquarters
- Attend executive committee meeting
- Reconcile deposits, expenditures, and cash on hand
- Pay bills
- Meet with incoming executive committee and give files to newly elected treasurer. Help prepare new treasurer for office
- _____
- _____