



# TREASURER'S BINDER

It is particularly important to keep an organized and up-to-date binder, which should include:

- Accounts & passwords summary sheet; Board roster
- Completed expense forms and receipts
- Completed deposit forms
- Monthly bank statements and reconciliation reports
- Approved budget, Budget Approval Form, monthly budget reports
- All agendas and minutes from Executive Committee, Board of Directors, and General Membership meetings
- Charter information such as IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit: Treasurer plus Sections 1, 5 and 10, Secretary of State Articles of Incorporation Annual Report, insurance policy, and past Audit Reports
- Miscellaneous papers, including correspondence
- Receipt book to acknowledge cash received
- Checkbook to disburse funds as authorized
- Record of all debit cards and their account numbers