

YEAR-END FINANCIAL CHECKLIST

Preparing the Treasurer's Binder

- Passwords & Accounts:** Have all accounts and passwords typed up in the front of the binder. Include the LUR (Local Unit number issued by National PTA), EIN and official Local Unit name on the tax filing, and the Louisiana Charter numbers. Include login information for email accounts, geauxbiz.com (and annual renewal date), IRS tax filing, and other accounts like AIM insurance (and annual renewal date), CheddarUp.com, SquareUp.com (credit card payments), Zoom, websites, and Treasurer software like MoneyMinder.com. Include current Board Roster. Sample summary page is at the end of this section.
- Expenses:** All expenses must have receipts and Expense Forms signed by two authorized people. Pay any outstanding bills. Enter all expenses into accounting software. Pay for all LAPTA dues.
- Deposits:** All Deposit Forms with cash require two signatures. Contact anyone with bounced checks to get it paid. Transfer money from any online or credit card accounts like CheddarUp.com, etc. Enter all deposits into accounting software.
- Bank Statements:** Include all bank statements from July of previous year through June. Every statement needs to be signed by someone who is *not* a check signer. Reconcile the bank account to the current month. Print Reconciliation Reports. MoneyMinder.com is a great online accounting platform that is easily passed down from year to year.
- Budget:** Include monthly budgets and meeting agendas in the binder. Prepare and print the final year-end budget including every transaction for each budget category. In the financial software such as MoneyMinder.com, create the new year and draft a preliminary budget.
- Charter Info:** Include a copy of the taxes in your binder. Print out the approval email, or other proof that the taxes were filed. Include a copy of the insurance policy (usually with AIM) and Secretary of State (geauxbiz.com) registry which need to be updated yearly. Include the previous year's Audit Report, Bylaws, and any Standing Rules.
- Bank Signers:** If there will be new people signing on the account for the next year, contact the bank about who needs to be present to update signers. Some banks want both the old and the new people present, plus paperwork such as the meeting minutes from the elections. Most terms end on June 30.
- Checks & Debit Cards:** Have the checks, ledger or register, and any debit cards together. Destroy debit cards for those who will not be authorized to use the account next year. The new board shall request new debit cards issued with the PTA name and the personal name of authorized officers.
- Meet with the Incoming Treasurer and President** to turn over all financial records. Complete the Year End Treasurer Checklist. Answer all questions and explain all financial matters. Assist as needed with the Audit Committee.

Contact the Louisiana PTA Treasurer with any questions at Treasurer@LouisianaPTA.org.