Treasurer Document Organization

Below are best practices for organizing treasurer materials. This will help with the end of the year audit.

Section 1: Monthly board/general minutes for July-June.

Section 2:
- Insurance
- Taxes
- Incorporation
- Last year’s audit
- Budget for fiscal year
- Year-end financial report

Section 3:
- Signed monthly audit checklist
- Treasurer reports
- Bank statements
- Bank reconciliations
- Deposits
- Expenses