**Treasurer’s Bin Checklist**

Part of making your treasurer duties easier is making sure that you have the tools for the job and that they are handy!

Most seasoned treasurers find that a bin of some sort is invaluable – this is the perfect place to store this year’s information and if the bin has rollers on its bottom you will have a free hand for opening doors or holding a latte on the way to the meeting.

Here are some suggestions for stocking your bin:

Binders & Forms

o Contact details for board members

o Location of prior year’s records

o Daily operations binder

o Critical documents binder

o Check request forms

o Request for funds forms

Banking

o Checkbook

o Deposit book

o Receipt book

o Bank stamp

o Cash count worksheet

Office Supplies

o Calculator

o Paper clips

o 3-hold punch

o Pens

o Red pens

o Ruler

o Envelopes

o Postage stamps

o Address stamp

o Rubber bands

o Post-it Notes

Note: Unless the number of your transactions is minimal, we recommend keeping prior years’ records somewhere other than your bin – somewhere safe, dry and reasonably accessible.