**Daily Operations Binder Checklist**

What you’ll need for the job:

o Quality, BIG 3-hole binder

o 12 Month dividers. (You can get these pre-labeled or you can label your own.)

o 12 sheet protectors - one for each month (for receipts, etc.)

Things that you’ll store for each month include:

o Check Request forms

o Voided checks

o Treasurer’s report

o Bank statements

o Bank reconciliation reports

o Receipts