**Treasurer Year-End Checklist**

When it’s time to hand off the baton to the next treasurer, the following checklist will ensure that nothing is forgotten:

O Schedule the annual audit; and be available to answer any questions that might arise

O Make sure all transactions are entered and your bank reconciliations are up-to-date for the entire year

O Check that your Daily Operations binder is up-to-date and well organized

O Make plans to complete the 990/990-EZ/990-N, if applicable – after all, who better to fill this out than you!

O Ensure that all banking supplies are stocked and on hand (checks, deposit slips, endorsement stamp, etc.)

O Note any items that the next treasurer needs to address that might be out of the norm (e.g. outstanding NSF checks, etc.)

O Change authorized banking signatures (or at least get the process started)

O Pay any outstanding bills (if appropriate)

O Make a list of important occasions/deadlines: insurance renewal, MoneyMinder renewal, Form 990 deadline, etc.

O Review the (hopefully already approved) budget with the incoming treasurer

O Train the incoming treasurer to do as great as job as you just did!