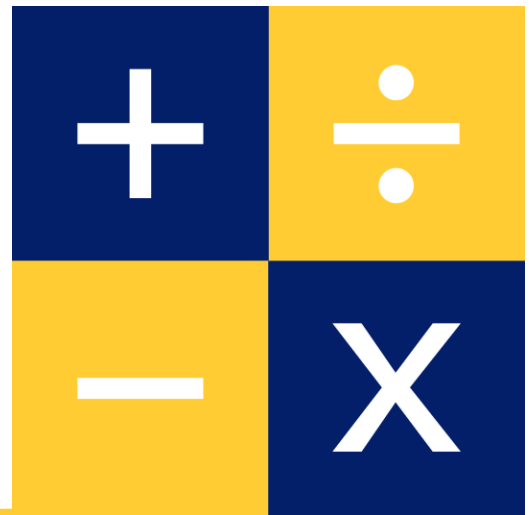


# New Treasurer Checklist



All the things you need to do as soon as you get the job:

- Check details of all bank accounts and all signatories.
- Swap signatories straight away. Get the forms from the bank and take them to the annual meeting.
- Check details of credit card or spending authorisations and organise for the return of outstanding chequebooks or cards.
- Check who has the financial files and get all documents and budget information, including special events budgets and details of purchases.
- Make sure you have a master copy of your financial procedures manual.
- Organise for a detailed briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers.
- Prepare a timeline of upcoming payments and dates when bills (insurance/rent/car) are due.
- Once you have done your first budget statement, see if you can check with the outgoing treasurer that nothing is missing.

Any more questions please get in touch to book in for a free weekly one on one session:

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