



Minnesota Women of Today Treasurer Fast Start

Name: _____ District: _____ Year: _____

ALL VERIFICATION IS TO BE SENT TO STATE TREASURER BY JULY 15

ITEMS TO BE DONE:

1. Sign bank signature card and/or papers (should have at least two signatures).
2. Set current year budget with assistance of board.
3. Present budget to chapter for approval.

CHECKLIST OF ITEMS THAT SHOULD BE IN YOUR FILES:

- Checkbook
- Deposit Tickets
- Savings Account info (if applicable)
- Cash Receipts book/journal
- Cash disbursement journal
- Bank Stmts and reconciliations (7 years)
- Cancelled checks (if returned by bank)
- Treasurer's Monthly Reports (5 years)
- Invoices/vouchers (5 years)
- Endorsement Stamp (if chapter has one)
- Copies of Sales Tax filings (5 years)
- Proof of Insurance for current year
- MNWT Treasurer's Manual - 2010 edition
- Transmittals (current year)
- MN Sales Tax ID number
- Federal Income Tax exemption info
- 990n Postcard filings (5 years)
- Annual Registration w/MN Secretary of State office (current year)