



Treasurer Tasks

MO. Item Task

Jan

	1	Upload Dec Bank Statement and approved Dec Year End Treas Report to Website
	2	Contact Paypal Admn (Barbara G) to give you access to PayPal. Contact previous Treasurer and get log-in, security questions and password.
	3	Go on-line and change password, log-in and security questions on PayPal (Be sure to notify Webmaster/Communications Chair so they can access as well. Passwords and questions are account based, not user based) AND Click on Profile, More Options, My Settings, Manager Users and update user to yourself.
	4	Contact previous Treasurer for log-in, password and security questions. Go on-line and change password, log in, security questions on SunTrust.
	5	Go on-line and change mailing address on SunTrust accounts.
	6	File Annual Report with FL Div of Corp (Sunbiz), print out form for mailing.
	7	Go to SunTrust Branch Bank and have them add you as a Cash Management user for the checking account.
	8	If any are received, go to Chapter website and enter memberships to be paid by credit card that were not done by the submitting agency through PayPal.
	9	If not on file, obtain W-9s from all individuals/firms that were paid more than \$600 in the previous year (excluding reimbursements). Refer to Dec. Treasurer Report.
	10	Complete and mail 1099s for each company/individual who received payments over \$600 in past year.
	11	File 1099 Report with IRS
	12	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
	13	Write and sign checks (except any made to your self) for disbursements prior to Jan meeting
	14	Go to Post Office. Copy/Scan all membership/event Registrations received and send to Committee Chair. Enter check payments into Quickbooks and deposit into Suntrust checking
	15	Obtain second Board member signature on approved disbursement checks.
	16	Mail all checks not distributed at Chapter meeting
	17	Enter into Quickbooks and Deposit Chapter Meeting receipts in Suntrust checking acct.
	18	Make "Withdraw" transfer from PayPal to sunTrust on 28th, Run Paypal History Report and send report to committee chairs.



Treasurer Tasks

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Feb

1	First week of month & prior Board meeting, finalize entry of all Jan transactions in Quickbooks and reconcile to bank statement.
2	Collect all membership/event payments and send PayPal list to Committee Chairs
3	Go to Chapter website and enter memberships/events to be paid by credit card that were not done through PayPal
5	Complete data entry in QuickBooks from January payments, receipts, and bank statement and run Monthly Treasurer report.
6	\$11K CD matures on 2/13. Present at Board meeting and then contact Suntrust to roll-over or
7	Make Withdraw Transfer from PayPal to Suntrust by 10th
8	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
9	Write checks for disbursements prior to Feb meeting
10	Obtain second Board member signature on approved disbursement checks.
11	Mail all checks not distributed at Board meeting
12	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
13	Make "Withdraw" transfer from PayPal to Suntrust by 20th
14	Go to SunTrust and get new "Signing Authority" form for March meeting and get all current Board members to sign, then return to Suntrust.
15	File NIGP Group Exemption Form with National (before 3/1). Form is on-line
16	File Chapter Financials with NIGP (before 3/1). Form is on line
17	Make "Withdraw" transfer from PayPal to sunTrust on 28th, Run Paypal History Report and send report to committee chairs.
18	Upload Jan Treas Report to Website
19	Black out Account Number and Upload Jan Bank Statement to Website
20	Once every 5 years, file an <i>Application for Consumer's Certificate of Exemption (sales tax exemption)</i> with the State Dept. of Revenue. Include a letter from NIGP confirming we are a subordinate of the organization.
21	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.



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Mar

MO.	Item	Task
	1	First week of month & prior Board meeting, finalize entry of all Feb transactions in Quickbooks and reconcile to bank statement.
	2	Contact Iris Williams at Richard Brown & Co. PLLC 813-258-0338 ivwilliam@tampabay.rr.com regarding a quote for Income Tax Preparation.
	3	Email Forum Scholarship recipients Forum Registration instructions and NIGP Forum Early Bird Registration form. (Need back at least 2 weeks before early registration deadline). Collect Forum Registrations, complete spreadsheet of registration fees and all discounts, and forward registrations and a check to NIGP before early bird deadline.
	4	Make "Withdraw" transfer from PayPal to Suntrust on 10th
	5	Send PayPal list to Committee Chairs on 10th
	6	Send Tax Info (December Treasurer Report and all Revenue & Expense Backkup to Accountant to complete Income Tax Return.
	7	Take bank account "Signing Authority" form to meeting so new Board can sign, old past Pres. can be deleted and new Sec. added.
	8	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
	9	Write checks for disbursements prior to Mar meeting
	10	Enter into Quickbooks and Deposit Chapter Meeting receipts in Suntrust checking acct.
	11	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
	12	Obtain second Board member signature on approved disbursement checks.
	13	Mail all checks not distributed at Board meeting
	14	Make "Withdraw" transfer from PayPal to Suntrust on 20th
	15	Send PayPal list to Committee Chairs on 20th
	16	Send Email to All Forum Scholarship recipients reminding them to complete their Forum hotel reservations and Forum Registration Form and return to you by April 1st deadline.
	17	Make "Withdraw" transfer from PayPal to Suntrust on 28th, Run Paypal History Report and send PayPal report to committee chairs
	18	Black out Account Number and Upload Feb Bank Statement to Website.
	19	Delete Jan Treas Report & Upload approved Feb Treas Report to Website



Treasurer Tasks

MO. Item Task

Apr

1	First week of month & prior Board meeting, finalize entry of all Mar transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th
4	Black out Account Number and Upload Mar Bank Statement to Website.
5	Delete Feb Treas Report & Upload approved Mar Treas Report to Website
6	Send Final Email Reminder to all Forum Scholarship recipients reminding them to complete their Forum hotel reservations and Forum Registration Form and return to you by Apr 10th.
7	Make "Withdraw" transfer from PayPal to Suntrust on 20th
8	Send PayPal list to Committee Chairs on 20th
9	Put together a spreadsheet of the Scholarship Recipients' Forum registrations (standard rate less any discounts for retirees, committee members, and speakers/presenters). Send to National with check for payment of the net amount.
10	Send Chapter Scholarship Forum Registrations and Check to NIGP to arrive before April 30th.
11	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
12	Write checks for disbursements prior to Apr meeting
13	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
14	Obtain second Board member signature on approved disbursement checks.
15	Mail all checks not distributed at Board meeting
16	Check with accountant on status of Tax Return
17	Make "Withdraw" transfer from PayPal to Suntrust on 28th
18	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

May

1	First week of month & prior Board meeting, finalize entry of all April transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th
4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
6	Email all Forum scholarship recipients who were awarded travel for their flight reimbursement requests (send link to form on website)
7	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
8	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
9	Obtain second Board member signature on approved disbursement checks.
10	Mail all checks not distributed at Board meeting
11	Black out Account Number and Upload Apr Bank Statement to Website.
12	Delete Mar Treas Report & Upload approved Apr Treas Report to Website
13	Sign and Mail Income Tax Return.
14	Make "Withdraw" transfer from PayPal to Suntrust on 20th
15	Send PayPal list to Committee Chairs on 20th
16	Make "Withdraw" transfer from PayPal to Suntrust on 28th
17	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

Jun

1	First week of month & prior Board meeting, finalize entry of all May transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
6	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
7	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
8	Obtain second Board member signature on approved disbursement checks.
9	Enter into Quickbooks and Deposit Chapter Meeting receipts in Suntrust checking acct.
10	Mail all checks not distributed at Board meeting
11	Black out Account Number and Upload May Bank Statement to Website.
12	Delete Apr Treas Report & Upload approved May Treas Report to Website
13	Make "Withdraw" transfer from PayPal to Suntrust on 28th
14	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

July

1	First week of month & prior Board meeting, finalize entry of all June transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
6	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
7	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
8	Obtain second Board member signature on approved disbursement checks.
9	Mail all checks not distributed at Board meeting
10	Black out Account Number and Upload June Bank Statement to Website.
11	Delete May Treas Report & Upload approved June Treas Report to Website
12	Make "Withdraw" transfer from PayPal to Suntrust on 28th
13	Send PayPal list to Committee Chairs on 28th

Aug

1	First week of month & prior Board meeting, finalize entry of all June transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
6	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
7	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
8	Obtain second Board member signature on approved disbursement checks.
9	Mail all checks not distributed at Board meeting
10	Black out Account Number and Upload July Bank Statement to Website.
11	Delete June Treas Report & Upload approved July Treas Report to Website
12	Make "Withdraw" transfer from PayPal to Suntrust on 28th
13	Send PayPal list to Committee Chairs on 28th
14	Send reminder with link to form on website to all Forum attendees to send in their reimbursement requests with back up invoices/receipts.



Treasurer Tasks

MO. Item Task

Sep

1	First week of month & prior Board meeting, finalize entry of all June transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Put together New Board Election Ballot (I say let's use SurveyMonkey next year and let everyone vote the last week prior to the September meeting.
5	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
6	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
7	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
8	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
9	Obtain second Board member signature on approved disbursement checks.
10	Mail all checks not distributed at Board meeting
11	Enter into Quickbooks and Deposit Chapter Meeting receipts in Suntrust checking acct.
12	Black out Account Number and Upload Aug Bank Statement to Website.
13	Delete July Treas Report & Upload approved Aug Treas Report to Website
14	Make "Withdraw" transfer from PayPal to Suntrust on 28th
15	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

Oct

	1	First week of month & prior Board meeting, finalize entry of all June transactions in Quickbooks and reconcile to bank statement.
	2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
	3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
	4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
	5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
	6	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
	7	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
	8	Obtain second Board member signature on approved disbursement checks.
	9	Mail all checks not distributed at Board meeting
	10	Black out Account Number and Upload Sep Bank Statement to Website.
	11	Delete Aug Treas Report & Upload approved Sep Treas Report to Website
	12	Make "Withdraw" transfer from PayPal to Suntrust on 28th
	13	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

Nov

1	First week of month & prior Board meeting, finalize entry of all October transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
5	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
6	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
7	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record in Quickbooks and make bank deposit.
8	Obtain second Board member signature on approved disbursement checks.
9	Mail all checks not distributed at Board meeting
10	Black out Account Number and Upload Sep Bank Statement to Website.
11	Delete Sep Treas Report & Upload approved Oct Treas Report to Website
12	Make "Withdraw" transfer from PayPal to Suntrust on 28th
13	Send PayPal list to applicable Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

Dec

1	First week of month & prior Board meeting, finalize entry of all Nov transactions in Quickbooks and reconcile to bank statement.
2	Make "Withdraw" transfer from PayPal to Suntrust on 10th
3	Send PayPal list to Committee Chairs on 10th (for any active TBAC Events)
4	Get with incoming Treas and provide training on use of QuickBooks and all other tasks.
5	Check expiration dates on CDs-If any expire in next 30 days, need vote by Board whether to roll over or cash in.
6	Email Board and Committee Chairs to send all reimbursement or payment requests to you prior to Board meeting
7	Write and sign (except any check made to yourself) disbursement checks prior to Board meeting
8	Go To Post Office. Copy/Scan all membership/event Registrations and forward to Committee Chair. Record payments and make bank deposit.
9	Obtain second Board member signature on approved disbursement checks.
10	Mail all checks not distributed at Board meeting
11	Enter into Quickbooks and Deposit Chapter Meeting receipts in Suntrust checking acct.
12	Black out Account Number and Upload Aug Bank Statement to Website.
13	Delete Oct Treas Report & Upload approved Nov Treas Report to Website
14	Make "Withdraw" transfer from PayPal to Suntrust on 28th
15	Send PayPal list to Committee Chairs on 28th



Treasurer Tasks

MO. Item Task

Jan

	1	Meet with incoming Treasurer for another training session.
	2	First week of month & prior Board meeting, finalize entry of all Dec transactions in Quickbooks and reconcile to bank statement.
	3	Make an electronic copy of all documents and provide to the incoming Treasurer
	4	Run Year-End Treasurer report and the CheckBook Register (QuickBooks)
	5	Provide approved year-end Treas Report, all supporting documentation/receipts, previous year's check stubs or copy of previous year's QuickBooks checkbook register, and statement of certificates of deposit to individual designated by the Board to perform the annual audit.
	6	Deliver checkbook, computers and other items to new Treas.
	7	Reconcile any discrepancies found during the year-end audit.
	8	