Monthly questions for the treasurer

Organization _____ Month _____ Asked by _____

1. What is the bank balance, and has the statement been reconciled?

2. How did income compare with what we expected?

3. How did spending compare with the budget?

4. Is any money restricted or set aside, and is it still there?

5. Were all deposits made on time and did they match the counts?

6. Were all payments approved and supported by a receipt?

7. Is anything unusual?

8. What bills, filings or renewals are coming up?

9. Who else has looked at the records?

10. What do you need from us?

Chair: signature _____ Treasurer: signature _____ Date _____

Printed name _____ Printed name _____

Ask in the same friendly way each month. Totals and trends are for the board; giver details stay private.