Officer handover: treasurer

The Vera Standard

Organisation _____ Outgoing _____ Incoming _____

KEYS AND ACCESS

- [ ] Building and office keys
- [ ] Safe: combination or key
- [ ] Deposit bags and bank night-drop key
- [ ] Online banking: logins changed by the bank's process
- [ ] Accounting software or spreadsheet access
- [ ] Payment apps and online payment pages: admin access moved

FILES AND RECORDS

- [ ] Signed count sheets for the year
- [ ] Deposit slips and bank statements
- [ ] Records of money received, by person or event
- [ ] Board and finance reports
- [ ] Current budget, last year's, and the bylaws
- [ ] Receipts and approvals for spending
- [ ] EIN and tax-exempt or group exemption letter: where kept

DATES

- [ ] Next bank statement and reconciliation
- [ ] Next board or finance meeting
- [ ] Filings and renewals your organisation already makes
- [ ] Audit or financial review, if your group has one
- [ ] Insurance renewal

BANK SIGNERS

- [ ] Minutes that approve the new signer
- [ ] Bank told of the change in officers
- [ ] New signer added, old signer removed
- [ ] Cards, checkbooks and signature cards updated
- [ ] Online banking users and alerts reviewed
- [ ] Written confirmation from the bank kept

OPEN ITEMS

- [ ] Money owed to the organisation
- [ ] Unpaid bills and who approved them
- [ ] Recurring payments and subscriptions
- [ ] Reimbursements owed
- [ ] Funds with restrictions, listed
- [ ] Debit cards held by officers, listed

THE FIRST MONTH

- [ ] Walk through one count and deposit together
- [ ] Reconcile the first statement with the outgoing treasurer
- [ ] Introduce the incoming treasurer to the bank
- [ ] Agree who to ask when stuck

Change signers and logins through the bank's own process. Never share a login: each person gets their own.

Notes

Outgoing treasurer: signature _____ Incoming treasurer: signature _____ Date _____