# Logo  Description automatically generated**TREASURER’S**

# **BINDER**

It is particularly important to keep an organized and up-to-date binder, which should include:

* Accounts & passwords summary sheet; Board roster
* Completed expense forms and receipts
* Completed deposit forms
* Monthly bank statements and reconciliation reports
* Approved budget, Budget Approval Form, monthly budget reports
* All agendas and minutes from Executive Committee, Board of Directors, and General Membership meetings
* Charter information such as IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit: Treasurer plus Sections 1, 5 and 10, Secretary of State Articles of Incorporation Annual Report, insurance policy, and past Audit Reports
* Miscellaneous papers, including correspondence
* Receipt book to acknowledge cash received
* Checkbook to disburse funds as authorized
* Record of all debit cards and their account numbers