

Treasurer's Binder

Monthly Tab Content List

Items to be included, in order, each month:

- Monthly Budget (electronic only), if applicable, otherwise budget updated with actuals

- Monthly Ledger – completed for the current month
 - Attach voided checks and voided receipts
 - With Sub-accounts, if applicable

- Bank Statements – reconciled with the check book register
 - With attached **bank deposit receipts**

- Club Deposit Slip form, if applicable, completed
 - With attached white receipt copies

- Club Check Request form - completed
 - With attached original receipts