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| Chapter Treasurer’s checklist | | | | |
| Chapter name: | |  | | |
| Address: | |  | | |
| Telephone number:  Fax number, if applicable: | |  | | |
| Chapter email: | |  | | |
| Chapter website: | |  | | |
| Year Chapter Founded: | |  | | |
| Date Chapter Incorporated/Legal formation: | |  | | |
| Year Chapter Chartered by NCCS: | |  | | |

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| Incoming chapter treasurer | | |
|  | Review Articles of Incorporation or other applicable organization document to ensure you know your business entity type (association, corporation, etc.). | **Entity Type:** |
|  | Review bylaws to familiarize yourself with the chapter’s basic operating guidelines. Ensure you know when the fiscal year-end occurs. Ensure bylaws are signed and dated. | **Year-End:**  **Date bylaws last amended:** |
|  | Locate the IRS Employer Identification Number (EIN). This number is needed for tax administration and banking. | **EIN:** |
|  | Review the chapter’s proof of federal tax exemption (501c(3) status) and understand how it is obtained. The “proof” should be no more than 12 months old (more information on how to prove your tax exemption can be found in the Chapter Guide). | **Included in USCCB Group Ruling or Independent IRS Determination?**  **Date of Determination letter:** |
|  | Review the most current year’s Form 990, 990-EZ or 990-N. Tax reporting must be done annually. Ensure you know the reporting requirements and deadlines. | **Filing due date:** |
|  | Know your state’s reporting/registration requirements for sales tax exemption, charitable solicitations, etc. Ensure you are in compliance. | **Sales & Use tax exemption #:**  **Expiration Date**: |
|  | Review insurance policies, if applicable. These may include Directors& Officers Insurance, Liability, etc. | **Insurance Agency Contact Info:** |
|  | Review bank account information. Ensure blank checks are secure. Ensure signers on account are up to date. Update where bank statements are going when roles change. | **Authorized Signers:** |
|  | Review bank reconciliations and ensure they are up to date and performed monthly. Discuss any reconciling items with outgoing Treasurer. |  |
|  | Review current and prior year financial statements with outgoing Treasurer. |  |
|  | Review budget for upcoming year with outgoing Treasurer. |  |
|  | Review schedule of Fixed Assets and ensure it is kept current. |  |
|  | Review membership dues policy and know dues amounts for each member classification. | **Dues Amount:**  **Date due:**  **Date of last dues change:** |
|  | Review Records Retention and Destruction Schedule and ensure it is in compliance with current regulations. |  |
|  | Review all contracts to which the chapter is a party. |  |
|  | Update all passwords as responsibilities change. |  |
| ongoing responsibilities | | |
|  | Obtain updated proof of federal tax exemption annually (IRS determination letter and listing from Official Catholic Directory if included in USCCB Group Ruling) | NCCS will provide you with the current year determination letter and OCD page if you are in the USCCB Group Ruling. |
|  | Complete diocesan annual reporting if included in USCCB Group Ruling. | Call your diocesan chancery if you do not receive an affirmation letter annually. The chapter can be dropped from the Official Catholic Directory if the diocese does not get affirmation from you annually. |
|  | Prepare monthly bank reconciliations. |  |
|  | Prepare monthly/quarterly financial reports. |  |
|  | Review membership dues amounts and determine whether a change is necessary for the upcoming year. | **Board Decision on Dues Amount:** |
|  | Review Treasurer’s Task Schedule weekly and record completion of routine duties. Ensure tasks are completed on a timely basis. |  |
|  | Prepare annual budget and ensure committee chairs are included in budgeting process. |  |
|  | Review identified grant opportunities for financial record keeping requirements and compliance terms. Assist with preparation of compliance reports for grant awards. |  |
|  | File Form 990, Form 990-EZ, or Form 990-N, as applicable. |  |
|  | File State reports as required. |  |
|  | Engage auditors for annual audit or review, if applicable. |  |
|  | Review records to ensure all applicable documents in the permanent file are replaced with updated copies annually and non-permanent records are retained and destroyed in accordance with the schedule. | See Records Retention and Destruction Schedule for details. |

*More detailed information on many of the above items can be found in the Chapter Guide. This checklist is provided as a tool and is not required to be returned to NCCS. You may wish to modify the officer checklist templates to meet your specific chapter’s needs and operations. If you have any questions on the checklist, please do not hesitate to contact NCCS at 301-881-2490 or office@nationalchristchild.org*.