**TREASURER CHECKLIST**

**Quarterly Reports** - **Due 2 weeks after the end of each quarter**

Please submit the following documents:

* Copy of **Quarterly Report** (SVdP format)
* Copy of **CDB Treasurer’s Quarterly Report**
* Copy of **CDB Reconciliation Report** (for the **last month** of the quarter)
* Copy of **Bank statements** for **all three months** in the quarter

**Yearly Reports – Due by the end of October**

Please submit the following documents**:**

 Copy of **Annual Report** (SVdP version)

* Copy of **Uploaded Annual Report** (from the SVdP National Portal)
* Copy of **CDB Treasurer’s Yearly Report**
* Copy of **Reconciliation Report** for:
	+ **September of prior fiscal year**
	+ **September of current fiscal year**
* Copy of **Bank Statements** for **all twelve months** of fiscal year
* Copy of **Special Works Report** (if Conference operates a Pantry)