**TREASURER’S JOB ON ONE PAGE**

1. Deposit all money daily or as soon as possible
2. Pay all bills weekly by check
3. Reconcile all bank accounts monthly
4. File Quarterly report, if required by the District Council
5. Send copies of bank statement for the quarter, along with the Quarterly report to the District Council, if required
6. File Annual Report, upload to National Portal and send copy to the District Council
7. Send copies of bank statements for all twelve months at the end of the fiscal year
8. Send Acknowledgement letter for donations over $250

**OTHER TIPS**:

* Do not keep cash on hand
* Do not give a check to a neighbor
* Conference should not have a Debit Card, instead have a Credit Card. Actually it is always best to write checks, but if a Debit or Credit is used then use them sparingly and be sure to have complete documentation about each transaction.
* Do not give a blank check to other Conference members
* No money should be given to other organizations, no matter how worthy the cause
* W9 form should be obtained by Conference before paying for a neighbor’s rent that is over $600
* Members should not use their personal checks, debit or credit cards to pay for a neighbor's expenses