



12 MONTHS PRIOR TO INSTALLATION:

- Read association's bylaws. Ensure you understand the financial/fiduciary responsibility relative the organization's bylaws.
- Meet with the current Treasurer and review all financial policies. Secure an up to date report on the state of the financials.
- Review the last 3 years' financial reports, including profit & loss and budget, so you understand the historical revenue sources and past expenditures.

SIX MONTHS PRIOR TO INSTALLATION:

- Form a Budget Committee to begin developing the budget for the new fiscal year.
- During the budget development process: recall your past financial history, and use it along with the trends affecting revenues and expenditures to formulate as closely as possible a budget that conservatively forecasts revenues and expenditures for the upcoming budget year.
- Your budget should balance or be in the black (in the positive).

2 MONTHS PRIOR TO INSTALLATION:

- Present your budget to the full Board of Directors for approval. This should coincide with your **Fiscal Year** end.
- Give a copy of the budget to each of the chairs of committees, so they will know the individual budget for their respective committee, event, etc.

AFTER INSTALLATION:**MONTHLY**

- Track all expenditures and revenues.
- Ensure that you are staying within your budget.
- Present a monthly financial report to the entire Board of Directors.

OPERATIONS CONSIDERATIONS:

- Expenditures and Revenues should be tracked in a computer program, if possible, to keep your history--something like QuickBooks. We are not endorsing QuickBooks, just presenting an example.
- If you have no computer; then maintain monthly spreadsheets for Board and historical purposes. Keep these files secured in the Cloud so that the next Treasurer or any of your Officers can review them.
- Develop a policy so that there are financial controls to reduce the possibility of any fraud, misuse, or waste. Segregate responsibilities. For instance, the President approves the expenditure and the Treasurer authorizes and signs the check.
- Make sure to file your Form 990.

* This list is a basic list to aid voluntary bars around the state. Be sure to read your organization's bylaws as there may be additional duties specific to your position in your organization that are not outlined above.