

Treasurer Checklist



Date: June 26, 2018

Accounting and Finance:

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Online Leadership Resources Link:

<https://www.ctbar.org/page/LeadershipResources>

- _____ Section statements are sent out around the 10th of each month.
- _____ Section Funds must be used solely for the benefit of the Members of the Section and for no other purpose without the prior approval of the Board of Governors.
- _____ Section funds can be used to reimburse members for section-related expenditures.
- _____ Verification of authorization for the expense is required prior to reimbursement. For example, a copy of the section or executive committee meeting minutes where the expenditure was approved. A detailed receipt that shows what was purchased is also required.
- _____ If the reimbursement is sought for a gift sponsored by the section, the name and address of the recipient is required.
- _____ Approval by another Section Executive Committee member is required when requesting a reimbursement for yourself.
- _____ Attendance should be taken at all Section meetings indicating attendees, no-shows, walks-ins, and who the CBA should invoice for non-payment. Contact sperrin@ctbar.org to obtain the registration list.
- _____ If applicable, fill out [Gift and Award Reporting Form](#) for gifts or honoraria given. **Please contact the Bill Chapman, Government & Community Relations, for guidance before making a gift to a public official.**
- _____ After the meeting, mail the registration list, walk-in registration form, gift and award reporting form and any payment to the CBA within 24 hours of the meeting.

