

# Treasurer Checklist



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## Accounting and Finance:

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### Online Leadership Resources Link:

[https://cdn.ymaws.com/members.ctbar.org/resource/resmgr/leadership\\_training/04e-Treasurer\\_Checklist.pdf](https://cdn.ymaws.com/members.ctbar.org/resource/resmgr/leadership_training/04e-Treasurer_Checklist.pdf)

- \_\_\_\_\_ 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](mailto: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.

