Treasurer Checklist

Date: June 23, 2020

Accounting and Finance:

Phil Ponticelli – pponticelli@ctbar.org

Online Leadership Resources Link:

__ 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, walk-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.