

## Appendix A: Treasurer Report Guide

X	Description
	Current Account Balances
	Incomes or Expenses since last meeting
	Renewal status of existing members
	New members payments all accounted for?
	Updates/occurrences with your financial institution
	Any updates from your operation as a Treasurer
	<p>Other examples of reported items as Treasurer include:</p> <ul style="list-style-type: none"><li>&gt; signatures updated at the bank</li><li>&gt; erroneous account fees reimbursed</li><li>&gt; completed deposits for member dues at bank</li><li>&gt; proposal for new payment acceptance method</li><li>&gt; changes to accounting methods (new software, etc.)</li></ul>