

Treasurer Handoff Checklist

For a flying club. Pass this to the next treasurer with the records it lists.



Access

- ☐ Bank and payment accounts
- ☐ Credit and debit cards
- ☐ Accounting software or spreadsheet
- ☐ Where logins are kept (a shared password manager, not one person's notebook)
- ☐ Online dues or registration system
- ☐ Who can sign and approve spending

Members and money

- ☐ Member roster and dues schedule
- ☐ How dues are collected and recorded
- ☐ Reserve policy and where reserves are held
- ☐ This year's budget
- ☐ Loans, deposits held and anything owed

Calendar

- ☐ Form 990 due date and extension date
- ☐ State annual filing or registration
- ☐ Insurance renewal
- ☐ Annual meeting and elections
- ☐ Permits or licenses with renewal dates

Records

- ☐ Articles and bylaws
- ☐ IRS determination letter (if the club has one) and EIN letter
- ☐ State registrations and annual reports
- ☐ Last three Forms 990 and any Form 990-T
- ☐ Insurance policies and renewal dates
- ☐ Minutes from the last year

Aircraft and hangar

- ☐ Registration and ownership papers
- ☐ Annual inspection date and maintenance logs
- ☐ Engine and propeller reserve schedule
- ☐ Hangar or tie-down agreement
- ☐ Fuel card and how fuel is billed
- ☐ How flight time is billed
- ☐ How guest or non-member flights are recorded

Board

- ☐ Monthly or quarterly report template
- ☐ Who receives the report
- ☐ Last year's budget compared to actual

Outgoing treasurer _____ Incoming treasurer _____ Date _____

Free from T Leaf Ledgers, an Enrolled Agent firm in San Diego that keeps the books and Form 990 for nonprofit clubs.

Evening and weekend calls are easy to schedule.

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