

Treasurer Handoff Checklist

For a ski, camping and outdoor 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

Lodge, trips and equipment

- ☐ Lodge, campground or property agreements
- ☐ Trip deposits and the refund policy
- ☐ Equipment inventory
- ☐ Waivers and insurance for activities
- ☐ How guest participation is recorded
- ☐ Permits and land-use renewals

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.

(619) 916-5070 | justin@tleafledgers.com | tleafledgers.com/outdoor-clubs

