

Part of making your treasurer duties easier is making sure that you have the tools for the job and that they are handy!

Most seasoned treasurers find that a bin of some sort is invaluable – this is the perfect place to store this year's information and if the bin has rollers on its bottom you will have a free hand for opening doors or holding a latte on the way to the meeting.

Here are our suggestions for stocking your bin:

Binders & Forms

- Contact details for board members
- Location of prior years' records
- Daily operations binder
- Critical documents binder
- Check request forms
- Contact details for board members
- Request for funds forms

Banking

- Checkbook
- Deposit book
- Receipt book
- Bank stamp
- Cash count worksheet

Office Supplies

- Calculator
- Paper clips
- 3-hole punch
- Pens
- Red pen
- Ruler
- Envelopes
- Postage stamps
- Address stamps
- Rubber bands
- Post-It Notes

(See the PDF Resource page on our website for information on: Daily Operations Binder, Critical Documents Binder).

Note: Unless the number of your transactions is minimal, we recommend keeping prior years' records somewhere other than your bin – somewhere safe, dry and reasonably accessible.