

LOCAL TREASURER'S CHECKLIST

Monthly checklist for local treasurers:

- ___ Original bank statement.
- ___ Original checks returned by the bank, if any, or microfilm of checks.
- ___ Copy of the replenishment check from Statewide that was deposited.
- ___ Original deposit receipt for all deposits.
- ___ Copy of any checks for donations to CUE, and explanation for the donation.
- ___ Original Local Expense Reimbursement Form for checks paid to individuals, with authorizing two signatures, with receipts.
- ___ Monthly expense report spreadsheet in Excel.
- ___ Petty Cash expense spreadsheet and Original receipts.
- ___ Original receipts as backup documentation for each check that was written in the month, even if the check has not cleared or been returned by the bank.

These materials get mailed to:

Mercedes Askew
Bookkeeper
Coalition of University Employees
2855 Telegraph, Suite 302
Berkeley, CA 94705

If monthly expense sheet is incomplete, or if any receipts are missing, a check will not be issued to your local. The request will be sent back to you for completion & re-submission.

(revised on 4/27/09)