

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.
- Original Authorization form with two signatures, for any expenses paid online.
- 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

After these are checked and input, a replenishment check for the amount spent will be issued to the local.

The replenishment check will be issued for all items with receipts. Items for which receipts are missing will be deducted from the total.

(revised 10/15/06)