

## 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)