

LCMG Checklist for Treasurer

	Item	Pass	Fail	Reference
1	The Treasurer shall: ... Document the reconciliation of each bank statement			{P&P: 1.G.ii.}
2	The Treasurer shall: ... Maintain a record of financial income and expenses			{P&P: 1.G.iii}
3	The Treasurer shall: ... Pay budgeted/approved expenses which have been approved by the committee chair and presented with appropriate documentation supported by invoices or receipts			{P&P: 1.G.iv}
4	The Treasurer shall: ... Document and receipt all incoming funds or donations including cash and in-kind donations			{P&P: 1.G.v}
5	The Treasurer shall: ... Specify the methods for managing revenues for all events and projects (e.g., locking cash bags)			{P&P: 1.G.vi}
6	The Treasurer shall: ... Issue IRS Form 1099 MISC, as required by law, to each payee receiving \$600 or more. Reimbursed expenses should not be included in the total reported, as long as receipts are provided			{P&P: 1.G.vii}
7	The Treasurer shall: ... viii. File annual reports with the Wyoming Secretary of State by July 1 or as required by law, and provide a copy of the report to the Secretary			{B-L: Section 4.G.} {P&P: 1.G.viii}
8	The Treasurer shall: ... Annually renew the Nursery Stock Dealers license with the Wyoming Department of Agriculture			{P&P: 1.G.ix}
9	The Treasurer shall: ... Renew the liability insurance policy, and provide copies, as requested, to all Executive Board members			{P&P:1.G.x}
10	The Treasurer shall: ... Develop and maintain appropriate forms for financial transactions subject to review by the Executive Board. These forms may include, but are not limited to: Expenditure Form			{P&P: 1.G.xi.a}
11	The Treasurer shall: ... Develop and maintain appropriate forms: Reimbursement Form			{P&P: 1.G.xi.b}
12	The Treasurer shall: ... Develop and maintain appropriate forms: Deposit Form			{P&P: 1.G.xi.c}
13	The Treasurer shall: ... Develop and maintain appropriate forms Cash Box Transfer Form			{P&P: 1.G.xi.d}
14	The Treasurer shall: ... Develop and maintain appropriate forms General Purpose Form			{P&P: 1.G.xi.e}
15	The Treasurer shall: ... Develop and maintain appropriate forms Compensated Speaker Form			{P&P: 1.G.xi.f}
16	The Treasurer shall: ... Maintain copies of the findings and Executive Board responses of each Financial Review			{P&P: 1.G.xii}
17	Each committee: The committee chair: ... Shall submit a brief written, email or verbal status report at each Executive Board meeting while the committee is active or as requested by the President, stating: Committee's budget and its status			{P&P: 2.A.i.a.I}
18	Each committee: The committee chair: ... Shall submit a detailed budget estimate to the Treasurer by September 1 for the next calendar year, for review by the Executive Board at its September meeting. If a detailed budget is not submitted by a committee, an			{P&P: 2.A.i.b}

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	amount based on the previous year's amount will be determined by the Executive Board and included in the proposed LCMG budget.			
19	Before any expenditure can be made by the committee, the committee chair must present a detailed budget to the Executive Board for approval. These "place holder" amounts will be noted on the final budget presented to the Active Membership for vote.			{P&P: 2.A.i.b}
20	Each committee: The committee chair: ... Shall endorse all expenses prior to submission to the Treasurer for payment.			{P&P: 2.A.i.e}
21	Each committee: The committee chair: ... Shall keep expenditures within the approved budget amount.			{P&P: 2.A.iv}
22	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Review each of the Treasurer's monthly financial reports. Compare the account balances per the Treasurer's reports to the reconciled monthly bank statements.			P&P: 2.v.B.b.III.
23	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Review every bank statement for any unusual adjustments or amounts.			P&P: 2.v.B.b.IV.
24	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Randomly select 25 canceled checks and trace to supporting documentation, noting agreement of payee, amount and proper authorization and signatures on the invoices and checks. Trace amounts to proper posting on monthly financial statements.			P&P: 2.v.B.b.V.
25	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Randomly select 25 invoices from financial records and trace back to the bank statement, noting agreement of payee, amount and proper authorization and signatures on the invoices and checks. Trace amounts to posting on monthly financial statements for proper recording.			P&P: 2.v.B.b.VI.
26	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Randomly select 10 deposits from bank statement and trace to supporting documentation, noting agreement of amount and if proper procedures were followed. Trace amounts to proper posting on monthly financial statements.			P&P: 2.v.B.b.VII.

	Item	Pass	Fail	Reference
27	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Randomly select 10 deposits from financial records and trace to bank statement noting agreement of amount and if proper procedures were followed. Trace amounts to proper posting on monthly financial statements.			P&P: 2.v.B.b.VIII.

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28	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Review previously filed documents, including By-law's amendments if applicable, for the fiscal year under examination submitted to the Internal Revenue Service on behalf of LCMG. Compare information submitted to the IRS to the financial records of LCMG for accuracy. Determine if the filing of the annual report with the Wyoming Secretary of State was accomplished by the deadline.			P&P: 2.v.B.b.IX.
29	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Determine if the Nursery Stock Dealer's License was timely renewed with the Wyoming Department of Agriculture.			P&P: 2.v.B.b.X.
30	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Ascertain that the liability insurance policy has been properly renewed.			P&P: 2.v.B.b.XI.
31	In conducting the financial examination, the Financial Review Committee shall, at a minimum: Determine if 1099 MISC forms were sent to any payee receiving \$600 or more."			P&P: 2.v.B.b.VIII.
32	The President shall: Receive, open, review and initial all bank statements prior to presenting them to the Treasurer.			P&P: 1.D.i.
33	The President shall: ... No less than 5 days prior to each membership meeting, forward to all Active Members the following PDF files via email: Treasurer's report(s)			P&P: 1.D.iv.c.

	Item	Pass	Fail	Reference
34	No officer shall be signatory on a check made payable to himself or herself			P&P: 8.D.
35	Upon receipt of a request for a cash box and/or "square" for credit card transactions from a committee chair, the Treasurer will provide a cash box and/or square. Appropriate forms will be completed.			P&P: 8.E.i
36	After the event, the committee chair will return the cash box and/or "square" to the Treasurer, and both parties will verify the contents.			P&P: 8.E.ii
37	The Treasurer will be responsible for the deposit to the bank.			P&P: 8.E.iii
38	The Treasurer will be responsible for tracking the credit card transactions and recording them appropriately.			P&P: 8.E.iv
39	In the case of a large event, such as the Plant Sale, the Treasurer will work closely with the committee chair and the Executive Board to ensure that a written plan is available for use and review.			P&P: 8.E.v
40	Reimbursement for a purchase shall be made only with submittal of the appropriate form and supporting documents which may include receipts, invoices, and other documentation			P&P: 13.A
41	The Treasurer shall... File annual Internal Revenue Service (IRS) tax forms by May 15 or as required by law			B-L: Section 4.F.
42	The Treasurer shall... File the Annual Report with the Wyoming Secretary of State by July 1 or as required by law			B-L: Section 4.G.

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43	The Treasurer shall: ... Have records ready for the Financial Review Committee's examinations by January 15th			B-L: Section 4.H.
44	The Secretary shall: ... Have records ready for the Financial Review Committee's examinations by January 15th			B-L: Section 3.H.
45	Checks issued by LCMG and not cashed within 90 days may be subject to stop payment at the discretion of the Executive Board.			P&P: 8.F.i.
46	All checks that are voided shall be kept with the checkbook until the Financial Review is completed			P&P: 8.F.ii.
51	Any budget amendment or budget for a new project or event shall be presented to the Executive Board for review. The Executive Board has the authority to approve expenditures and budget amendments up to \$500. At the next ensuing meeting of the membership, the Executive Board shall report to the membership any such expenditures.			P&P: 7.F.i
52	Any budget amendment or budget for a new project or event shall be presented to the Executive Board for review. If the expenditure exceeds \$500 and passes review of the Executive Board, the Executive Board must present the proposed expenditure to the membership for approval.			P&P: 7.F.ii
53	Any budget amendment or budget for a new project or event shall be presented to the Executive Board for review. If the expenditure is time-sensitive, an email ballot or written ballot of the membership will be conducted.			P&P: 7.F.iii
54	Provide PDF files of the following documents prior to the first membership meeting in the second quarter of each calendar year: a. The findings of the Financial Review Committee; and b. The responses of the Executive Board to those findings.			P&P: 1.D.iv:
55	The President shall: Provide a verbal report of the Financial Review at the first membership meeting in the second quarter of each calendar year, or upon the completion of each Financial Review.			P&P: 1.D.v.
56	Every fundraiser chair shall submit a final report.			P&P: 12.E
57	Reimbursement for a purchase shall be made only with submittal of the appropriate form and supporting documents which may include receipts, invoices, and other documentation			P&P: 13.A
58	<i>The Treasurer shall...</i> Be custodian of all funds			B-L: Art VI, Sec 4.A
59	<i>The Treasurer shall...</i> Conduct correspondence as directed by the President			B-L: Art VI, Sec 4.B
60	<i>The Treasurer shall...</i> Disburse funds only as directed by the LCMG Executive Board			B-L: Art VI, Sec 4.C
61	<i>The Treasurer shall...</i> Be signatory on all bank accounts for approved actions			B-L: Art VI, Sec 4.D
62	<i>The Treasurer shall...</i> Report at all regular meetings and as otherwise requested			B-L: Art VI, Sec 4.E
63	<i>The Treasurer shall...</i> File annual Internal Revenue Service (IRS) tax forms by May 15 or as required by law			{B-L: Art VI, Sec 4.F}

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64	<i>The Treasurer shall...</i> File the Annual Report with the Wyoming Secretary of State by July 1 or as required by law			B-L: Art VI, Sec 4.G
65	<i>The Treasurer shall...</i> Have records ready for the Financial Review Committee's examinations by January 15 th			B-L: Art VI, Sec 4.H
66	A corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or directors without a meeting, and a record of all actions taken by committees of the board of directors as authorized W.S. 17-19-825(d).			W.S. 17-19-1601(a)
67	A corporation shall maintain appropriate accounting records			W.S. 17-19-1601(d).
68	(e) A corporation shall keep a copy of the following records at its principal office: (v) All written communications to members generally within the past three (3) years, including the financial statements furnished for the past three (3) years under W.S. 17-19-1620			W.S. 17-19-1601(e)(v).