



EHS _____ Booster
Treasurer's Monthly Checklist
Financial Year May 1, _____ to Apr 30,

Month	Tasks	Check √	Initials
May 1	Close and reconcile all financial books for previous financial year		
	Download Bank Statements and Reconcile with booster activities.		
	Meet with Board and discuss Insurance Needs for your boosters, preparing with Insurance Worksheet		
Mid May	Complete filling Tax Worksheets for your booster after receiving partially filled worksheet from EWA treasurer- Beginning Bank Balance, Total Donations & Matching Funds, Wolfpack Concessions, Annual Membership Dues to EWA and Insurance Reimbursement paid to EWA . Verify your totals match with EWA records. Contact EWA treasurer with any questions		
End of May	Submit COMPLETED TAX WORKSHEET AND APRIL 30th Bank Statement to EWA treasurer (ewatreasurer@gmail.com)		
	Submit COMPLETED INSURANCE WORKSHEETS FOR NEXT YEAR, JULY 1 – JUNE 30th		
	Pay any dues, reimbursements etc and log in all revenue.		
	FOR INCOMING NEW TREASURERS (June -July Transition)		
JUNE	Handover of Treasurer's Documents		
	Close of all Treasurer's for the year ending June 30		
	Print last month's Bank Statement and File in Treasurer's Monthly Working Binder.		
	Change of Passwords – Gmail, Banks, Venmo, & Paypal tc		

EHS Booster Club Treasurer's Monthly Tasks Checklist for the Financial Year

	Share Passwords – ANY FILES		
	CHANGE SIGNATORIES ON BANK ACCOUNT – Meeting Minutes or EWA Letter head, Driver's License etc (Valid ID). - TO BE DONE AFTER CLOSURE OF BOOKS and TAX WORKSHEET SUBMISSION. Previous Treasurer should have no need for access.		
	UPDATE CONTACT INFORMATION on EWA ROSTER by contacting ewasecretary@gmail.com & ewatreasurer@gmail.com		
JUNE	Pay any dues, reimbursements etc and log in all revenue.		
JULY	Monthly Financial Reports – Statement of Activity & Reconciliation Report		
AUGUST	Pay any dues, reimbursements etc and log in all revenue.		
	Look out for Concession Stand Help to Increase revenue for Booster Club at Football games. Communicate with Concessions Manager for opportunities		
SEPTEMBER	Pay any dues, reimbursements etc and log in all revenue.		
	Look out for Concession Stand Help to Increase revenue for Booster Club at Football games. Communicate with Concessions Manager for opportunities		
OCTOBER	Pay any dues, reimbursements etc and log in all revenue.		
	Look out for Concession Stand Help to Increase revenue for Booster Club at Football games. Communicate with Concessions Manager for opportunities		
PLEDGES/INVOICES	Pay Invoices for Insurance and Membership Dues to EWA via Zelle ewatreasurer@gmail.com		

EHS Booster Club Treasurer's Monthly Tasks Checklist for the Financial Year

NOVEMBER	Pay any dues, reimbursements etc and log in all revenue.		
	Look out for Concession Stand Help to Increase revenue for Booster Club at Football games. Communicate with Concessions Manager for opportunities		
PLEDGES/INVOICES	Pay Invoices for Insurance and Membership Dues to EWA via Zelle ewatreasurer@gmail.com		
DECEMBER	Prepare for UPCOMING 1099s Files, DUE DATE 15th January every year. 1099s are for calendar Jan 1 – Dec 31 st . For every 1099 submitted, you must have W9s in your records.		
	Pay any dues, reimbursements etc and log in all revenue		
JANUARY	All Booster treasurers submit for 1099s by January 15 th every year and must have W9s for everyone they are reporting on. YOU MUST NOTIFY EWA treasurer even if you have nothing to report		
	Pay any dues, reimbursements etc and log in all revenue		
FEBRUARY	Pay any dues, reimbursements etc and log in all revenue.		
MARCH	Pay any dues, reimbursements etc and log in all revenue.		
APRIL	ATTEND EWA TAX WORKSHEET PREPARATION MEETING ALL New Treasurers.		
	Pay any dues, reimbursements etc and log in all revenue.		