

Springfield Devs Treasurer Monthly Checklist

The Treasurer needs to review and/or complete each of these checklist items at least once per month. Relevant tips are listed below each checklist group.

Review Transactions

- ☐ **Review Incoming Bank Account Transactions** in QuickBooks Online (QBO)
 - ☐ Download missing receipts for recurring expenses (e.g. AWS, Microsoft, etc)
 - ☐ Request missing receipts for other expenses (e.g. Dev Night meals)

Instructions: Login to QBO, click Banking, then click Update to download any new transactions. Categorize and approve each item. (see 1Password “QuickBooks Online DEVS”)

TIP: Need a good way to track which receipts you are missing? Only match/approve incoming transactions if you have received and archived a receipt for the transaction.

Archive Transactions

- ☐ **Download Receipts/Invoices for all transactions.** Archive each receipt to OneDrive. Save to Springfield Devs > Treasurer > Payables. See prior files for naming convention.
 - ☐ Amazon Web Services (see 1Password “Amazon AWS (DEVS JRK)”)
 - ☐ Meetup (see 1Password “Meetup DEVS”)
 - ☐ Microsoft 365 (emailed to treasurer@sgf.dev on 6th)
 - ☐ Name .com (see 1Password “Name DEVS”)
 - ☐ QuickBooks Online - Logic Forte (emailed to treasurer@sgf.dev on 1st)
 - ☐ Zoom Video (see 1Password “Zoom DEVS”)

TIP: Need to view a list of all expenses for the month? Login to QBO and run a P&L report (aka “Statement of Activity”) for the prior month, then click on the “Total Expenditures” line item.

Reconcile Transactions

- ☐ **Download Bank Statements. Reconcile Bank Accounts in QB.** Archive to OneDrive. Save to Devs > Treasurer > Bank of Missouri. See prior files for naming convention.
 - ☐ Bank of Missouri - Checking 7527 (see 1Password “Bank of Missouri DEVS”)

⚠ IMPORTANT: Before you proceed with financial statements for a given month, be sure all of the items above have been completed for that month. If you are still needing copies of receipts from someone, run **DRAFT** financial statements (e.g. include “DRAFT” in filename and report title). Your **FINAL** financial statements should be delayed until all receipts have been received and archived.

Financial Statements

You should download and review the reports, make any necessary corrections, then download a final copy of the financial statements for the board meeting and for archiving.

- ❑ Prepare Monthly Financial Statements for Board Meeting. Archive to OneDrive, GitHub.
 - ❑ Reports > Management Reports > Financial Summary > Last Month > PDF
 - ❑ Reports > Management Reports > Financial Detail > Last Month > PDF
 - ❑ Reports > Mgmt Reports > Financial Summary > This Year to Last Month > PDF
 - ❑ Reports > Mgmt Reports > Financial Detail > This Year to Last Month > PDF
- ❑ Download Monthly Financial Statement transaction reports. Use a Spreadsheet editor to export each Excel file to CSV. Archive Excel and CSV files to OneDrive and to GitHub.
 - ❑ Reports > Custom Reports > **Export Journal** > This Year to Last Month > Excel
 - ❑ Reports > Custom... > **Export Statement of Activity Detail** > TYtLM > Excel
 - ❑ Reports > Custom... > **Export Transaction Detail by Account** > TYtLM > Excel

Instructions: Need to archive financial statements to GitHub? Clone the Devs Treasurer repo (<https://github.com/sgfdevs/treasurer>), add monthly financials, overwrite transaction reports, then commit and push changes back to the repo. Springfield Devs may need to grant you write access to the repo.

TIP: Need to download **Prior Year** transaction reports from QuickBooks? (e.g. for 01/01-12/31, after 12/31) Click on the report name to preview the report, then change the reporting period to “Last Year” since the default period fails to display end of year reports.

Close Accounting Period

- ❑ Login to QBO and Close the Books at the end of each month

Instructions: Need to close the books to prevent accidental changes to transactions in prior periods? Login to QBO, go to Settings menu, Your Company, Account and Settings, Advanced, Accounting, Close the Books, Edit. Set the date to the last day of the prior month.

TIP: Best practice is to **never** add or modify transactions for a prior period after you have run financial statements. You should NOT modify prior transaction dates, amounts, or accounts. Either make a correcting entry in the current period OR make a correction in the prior month and prepare revised financial statements. The revised financial statements should be archived with the originals and the revised statements included in your next monthly board report.

TIP: If you are reviewing reports and want to tidy up the accounting records (e.g. end of year), you can safely add reference numbers (e.g. invoice number) to transactions or improve transaction descriptions so they are more consistent. However, you should not change the transaction date, amount, or the account/category the transaction is assigned to.