

AFSCME New Treasurer's Checklist

- Have you received all materials from the outgoing treasurer, including electronic materials? This would include but is not limited to checkbooks, journals, bank statements, credit card statements, minutes, financial reports, property and equipment?
- Have you been provided usernames/passwords to any accounting and/or other software that is used as part of the treasurer's duties? Have you created new usernames/passwords for security?
- Have you arranged with the financial institution to remove and add names of authorized users of accounts?
- Have you informed AFSCME headquarters of your new role as treasurer by emailing officerupdates@afscme.org?
- Have you reviewed the most recent monthly financial reports and the budget (if prepared) for your local?
- Have you submitted your quarterly Balance Sheet and Income Statement and your annual budget, CPA Audit Report and Management Letter for councils and local unions with 2,000 or more members to this secure site <https://enterprise.afscme.org/enterprise-api/utls/fileUploads/?group=auditing?>
- Have you put key dates on your calendar: due dates for the Local Union Annual Financial Report (LUAFR), IRS Form 990 series and Surety Bond Report? The LUAFR is due May 15, unless the local has a fiscal year ending date other than December 31. In such cases, the form should be completed four-and one-half months after the end of the fiscal year. The Surety Bond and IRS Form 990 series are due May 15.
- Have you visited the AFSCME Secretary-Treasurer Online Resource Center www.afscmetreasurer.org for training, information and fillable forms?
- Have you read the AFSCME Financial Standards Code at <http://www.afscmetreasurer.org/trainings/financial-standards-code?>
- Have you checked your union constitution regarding your duties?
- Have you asked about the next AFSCME treasurer training that will take place for your council/affiliate?