Checklist for Chapter Education and Other Events

The following checklist should be used for ensuring that the Treasurer has all the information needed to conform to National Chapter Financial Policy.

All Checks should be made to :: **AMTA-Georgia Chapter**

\_\_\_ All Checks and Cash Payments should be forwarded to the Treasurer or President so that deposit can be made within 15 days of receipt. If President makes deposits, copies or scans of all checks and amount of cash deposited should be forwarded to Treasurer.

\_\_\_ Event/Class Organizer shall provide a final list of all attendees and amount paid by each attendee.

\_\_\_ Treasurer balances Checks and Cash against Final Attendee List.

\_\_\_ Treasure shall log all deposits into QuickBooks.

These are steps not required by National, but that are needed for each event.

\_\_\_ Organizer will provide W-9 Form filled out by Presenter being paid by Chapter.

\_\_\_ BOD Members should complete a Reimbursement Form and submit to Treasurer as soon as possible. Record Odometer Readings for mileage reimbursement.