

Checklist For Treasurers

MAY 2021

	Treasurer secures bank statement(s) from bank showing transactions through April 30 th .
	Financial Review Committee meeting.
	Input Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site on or after May 2 nd .
	Profit & Loss and Balance Sheets to be remitted to Moose International on or before May 10th .
	Treasurer, Senior Regent and Secretary go to the bank(s) to have new signature card(s) prepared, and authorized Officers names changed on all accounts, as well as safety deposit box and certificate of deposit and all other securities, if applicable.
	Membership Committee Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting with Committee Chairmen to prepare the Calendar.
	Board of Officers meeting.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)
	2-HOTT Training Sessions – The schedule with exact dates, places and times is located in the Moose Training portal at www.mooseintl.org. The Treasurers who do not hold the Star (Recorder) degree or Call Card for the degree must attend a two (2) day 2-HOTT Hands On Technical Training Session (or Moose sponsored/endorsed computer training as required by the Grand Council) each year while serving as Treasurer to qualify for personal honors. Star (Recorder)s, holding the office of Treasurer, wishing to hold consecutive terms as Treasurer shall attend a 2-HOTT session every other year. All members in good standing are encouraged to attend.
	Women of the Moose Training Sessions – The schedule with exact dates, places and times is located in the Moose Training portal at www.mooseintl.org. The Treasurer shall attend the Women of the Moose Training Session each year while serving as Treasurer to qualify for personal honors. The Senior Regent and Junior Past Regent are also required to attend to qualify for personal honors. All members in good standing are encouraged to attend.
	International Conference – Cincinnati, Ohio – June 30 to July 4, 2021.

JUNE 2021

	Treasurer secures bank statement(s) from bank showing transactions through May 31 st .
	Financial Review Committee meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Higher Degrees, Academy of Friendship Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Visit the Moose International website to determine if it is necessary to file the form 990, 990-EZ or 990N for 2020 (May 1, 2020 – April 30, 2021). Additional information can be found on the website regarding filing. This form shall be filed with the Internal Revenue Service prior to September 15, 2021 .
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)
	International Conference – Cincinnati, Ohio – June 30 to July 4, 2021.

JULY 2021

	Treasurer secures bank statement(s) from bank showing transactions through June 30 th .
	Financial Review Committee meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Fraternal Activities Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	IRS Form 941 should be remitted to Internal Revenue Service by July 31 st if required.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

AUGUST 2021

	Treasurer secures bank statement(s) from bank, showing transactions through July 31 st .
	Financial Review Committee meeting.
	Manual Audit Report due by August 15th for the months of May, June & July.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Higher Degrees, Star Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Order Red Stole (If applicable).
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

SEPTEMBER 2021

	Treasurer secures bank statement(s) from bank showing transactions through August 31 st .
	Financial Review Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Membership Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	IRS Form 990 must be sent to Internal Revenue Service by September 15th.
	Chapter Committee meetings.
	Board of Officers meeting.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)
	October 31, 2021 - Deadline for Chapter Member of the Year nominee to be submitted via LCL Web.

OCTOBER 2021

	Treasurer secures bank statement(s) from bank showing transactions through September 30 th .
	Financial Review Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Mooseheart/Moosehaven Christmas in October Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	IRS Form 941 should be remitted to Internal Revenue Service by July 31 st if required.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)
	October 31, 2021 - Deadline for Chapter Member of the Year nominee to be submitted via LCL Web.

NOVEMBER 2021

	Treasurer secures bank statement(s) from bank showing transactions through October 31 st .
	Financial Review Committee Meeting.
	Manual Audit Report due by November 15th for the months of August, September & October.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Higher Degree - College of Regents Chapter meeting and Award of Achievement Ceremony.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

DECEMBER 2021

	Treasurer secures bank statement(s) from bank showing transactions through November 30 th .
	Financial Review Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Fraternal Activities Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

JANUARY 2022

	Treasurer secures bank statement(s) from bank showing transactions through December 31 st .
	Financial Review Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Golden Gavel Celebration Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Senior Regent announces Nominating Committee, date, time, place of first, second and third Nominating Committee meeting and requests members to submit their names for an Elected Office.
	IRS Forms 940 and 941 must be filed with Internal Revenue Service by January 31, 2022 if required.
	IRS Form W-2 prepared for the 2020-2021 Treasurer for any monies received between January 1, 2021 and April 30, 2021. Form W-2 prepared for the 2021-2022 Treasurer for any monies received between May 1, 2021 and December 31, 2021.
	IRS Form 1099 to be mailed to recipients by January 31 st .
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

FEBRUARY 2022

	Treasurer secures bank statement(s) from bank showing transactions through January 31 st .
	Financial Review Committee Meeting.
	Manual Audit Report due by February 15th for the months of November, December & January.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Mooseheart/Moosehaven Chapter meeting. Final slate of Nominees announced.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	IRS Form W-3 should be remitted to Internal Revenue Service by February 28th.
	IRS Form 1096 should be remitted to Internal Revenue Service by February 28th.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

March 2022

	Treasurer secures bank statement(s) from bank showing transactions through February 28 th .
	Financial Review Committee Meeting.
	Input any changes/updates to Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site.
	Membership Chapter meeting – include election of Officers at this meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Order Academy of Friendship Rings (If Applicable).
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

APRIL 2022

	Treasurer secures bank statement(s) from bank showing transactions through March 31 st .
	Financial Review Committee Meeting.
	Input any changes/updates to 2021-2022 Chapter Elected and Appointed Officer and Chairmen into Moose International LCL Web site. DO NOT ENTER END DATES OF APRIL 30TH .
	Fraternal Activities Chapter meeting.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Chapter Committee meetings.
	Board of Officers meeting.
	Installation of Officers, Appointed Officer and Chairmen.
	IRS Form 941 should be remitted to Internal Revenue Service by July 31 st if required.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)

MAY 2022

	Treasurer secures bank statement(s) from bank showing transactions through April 30 th .
	Financial Review Committee Meeting.
	Manual Audit Report due by May 15th for months of February, March & April.
	Input 2022 - 2023 Elected and Appointed Officer and Chairmen into Moose International LCL Web site on or after May 2 nd .
	Membership Committee Meeting Night.
	Immediately after a favorable vote, Treasurer transmits all newly enrolled and re-enrolled members. Treasurer contacts new members and offers congratulations and extends an invitation to Welcome Reception.
	Board of Officers meeting with Committee Chairmen to prepare the Calendar.
	Chapter Committee meetings.
	Board of Officers meeting.
	Treasurer shall close her books as of 8:00 a.m. on the last business day of the month. Books should be totaled and balanced.
	Last bank deposit is made on the last business day of the month. The Treasurer shall make sure the bank deposit is made on time so that it shows as a deposit on the last business day of the month. (Many banks use a cut-off time for the transaction of business. For example, any deposit made at the ABC Bank after 2:00 p.m. on the last day of the month may show as a deposit on the first day of the next month.)