

Club Treasurer Monthly Meeting Check List

Menu Key

Before The Club Meeting

- 1** Record Cash Account Transactions Since Last Meeting.
- Checks written and transfers.
 - Interest from bank and/or broker.
- 2** Record Security Transactions Since Last Meeting.
- Securities bought or sold.
 - Cash dividends from securities (reinvested or not).
 - Other transactions related to a security.
- Determine Valuation Date For This Meeting.
- Follow what your partnership agreement says!
 - Create an appropriate valuation date (CA3 and myclub.com only).
- Reconcile Bank and Broker Statements with Club Accounting Records.
- 3** Print valuation statement and/or transaction history.
- Cash must be correct to the penny.
- Broker statement cash balance must match "broker" cash on Valuation Statement.
 - Bank statement cash balance must match "bank" cash on Valuation Statement.
 - Bank/Broker deposits must match "Paid Since" amount on Member Status report.
 - Transfers between cash accounts must appear on both Bank and Broker statements.
- Security shares must be exactly correct; OK if security values are a bit different.
- Security shares on Broker statement and Valuation Statement must match exactly.
- Correct club accounting records as needed.
- 4** Backup Data (especially Club Accounting 3).

At The Club Meeting

- 3** Distribute Club Reports.
- Valuation Statement.
 - Member Status Report.
 - Other reports, as per club policy.
- Announce the Valuation Date.
- Ask Members to verify "Paid Since" column on Member Status Report.
(Were member payments made since last meeting properly recorded.)
- Collect Member Payments.
- Have another club member double-check payments recorded in the Member Payment Log.

After The Club Meeting

- Deposit Member Payments & Fees (with bank or broker).
- 5** Add New Members.
- 6** Record Member Payments (Investments) collected.
- Specify the valuation date determined before the meeting (bivio.com only).
- 7** Record Member Fees (Penalties) collected (should be very rare).
- Remember that a "fee" is a penalty, not an operating expense.
- 8** Record Member Withdrawals (if any).
- Only if the withdrawal is ready for valuation this month.
 - Specify the valuation date determined before meeting (bivio.com only).
 - Issue withdrawal check(s).
- 4** Backup Data (especially Club Accounting 3).