

# Treasurer's Monthly Checklist

Month April Year 2025

The Library Treasurer should review the following items:

- ☒ Monthly Financial Statement prepared by the Bookkeeper against P&L and Balance Sheet
- ☒ Monthly bank reconciliation reports
- ☒ Payroll for the month (including direct deposit and paychecks, and liabilities)
- ☒ Monthly bill payments
- ☒ QuickBooks files
- ☒ Monthly bank deposit
- ☒ Bank of Castile Credit Card Receipts

Comments: All bank accts tie together.

Credit Card charges are good

One payroll period was slightly higher than usual. (\$300-400)

Printed Name: Cassidy Albore

Signed Cassidy Albore

Position Treasurer

Date 5/8/25

Hours worked: \_\_\_\_\_ Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_