

# Treasurer's Monthly Checklist

Month June 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: Library Journal → ~~general~~ general acct review for July.  
Overages on income + expenses per budget but still up 12k. at YE  
Confirmed transfer.

Printed Name: Cassidy Albane

Signed Cassidy Albane

Position Treasurer

Date 7/11/25

Hours worked: 2 Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_