



New Church Treasurer

- ☐ Review current financial policies and procedure
- ☐ Identify upcoming bills, payroll dates, and deadlines
- ☐ Confirm who has check-signing authority
- ☐ Learn accounting software
- ☐ Verify bank balances and reconciliations for prior months are complete
- ☐ Understand payroll and tax filing procedures and due dates
- ☐ Build calendar with required dates and deadlines

Important Passwords & Accounts to Collect

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|---|---|
| ☐ <u>Online banking credentials</u> | ☐ <u>ACH/payment processing access</u> |
| ☐ <u>Credit card accounts</u> | ☐ <u>Savings and investment accounts</u> |
| ☐ <u>Software program login</u> | ☐ <u>EFTPS - IRS account access</u> |
| ☐ <u>State tax filing account access</u> | ☐ <u>Church email</u> |
| ☐ <u>Cloud storage/shared drives</u> | ☐ <u>Vendor payment portals</u> |
| ☐ <u>Benefit company accounts</u> | ☐ <u>EIN number for tax filing</u> |



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