Treasurer Training Worksheet

Use the checklist and worksheet provided to make the transition of the Treasurer position from the outgoing to the incoming Officer smooth. Take notes as needed during the process.

- ☐ Task:
    - ☐ Transition access to all bank accounts and any peer to peer payment services you may use (CashApp, Venmo, Paypal, etc) to incoming Treasurer and Chapter President. You both may need to go to the bank to do this.
    - ☐ Communicate the Chapter financial status with all incoming E-Board Officers

- ☐ Review:
    - ☐ Treasurer Training Guide
      This is outlines the position's responsibilities and tools
    - ☐ Due Dates
    - ☐ Creating and Updating a Chapter Budget
    - ☐ Any additional local resources needed for the position
    - ☐ National Office's Chapter Admin Portal and how to review the Financial Statement and Submit the Annual Budget Form

- ☐ Share resources with incoming Treasurer:
    - ☐ Semester budget template (make a copy)
    - ☐ How to deliver a Treasurer's report
    - ☐ Helpful Contact Information for people
        - ☐ Faculty Advisor, University Support
        - ☐ Operations Advisor, Phi Sigma Pi Chapter Excellence Board
        - ☐ Leadership Development Coordinator, Phi Sigma Pi National Staff
        - ☐ Business Manager, Phi Sigma Pi National Staff
    - ☐ Chapter Account Usernames & Passwords related to the position (*Ex. how to login to the bank account online*)