

Ohio State Chapter Local Officer's Worksheet: **Treasurer**

Please complete this page and note any questions to ask during the officers' conference

Have you been the Treasurer prior to this year? _____ If so, how many years? _____

Please check any tasks completed:

- Attended the virtual Local Chapter Officers Training
- Reviewed training materials for Treasurers on the International website
- Reviewed the forms for my office on the International website
- Read the IOLC for my office
- Reviewed the list of supplies for my office
- Reviewed the officer retention record (from IOLC) and discarded old items
- Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 6)
- Reviewed the Ohio State Chapter Bylaws and Standing Rules
- Studied the meeting procedures in the President's Book for Treasurer duties
- Met with outgoing Treasurer
- Attended Officer transition meeting following Installation
- Confirmed membership with Corr Sec prior to President's signature on Annual Report

Please describe where you keep your officer supplies _____

Chapter Account Balances:

Checking \$ _____
 Savings (if any) \$ _____
 Investments (if any) \$ _____
Total \$ _____

Chapter Members (Per Roll Book): _____

Resident _____
 Non-Resident _____
Total _____

Is your chapter saving money to be a convention hostess chapter or for another special reason?

If so, please specify: _____

What is the annual operating amount for your chapter?

Income \$ _____ Expenses \$ _____

Were the books audited and signed by the Auditing Committee in 2022? _____

Please attach a copy of your budget.

Officer Signature: _____ *Chapter:* _____

For Official Visit: Bring Treasurer's Book (which includes the past two years of audited ledger pages and roll call pages), annual reports (P.E.O. and IRS) and release letters for past 6 years.