

CHECKOFF LIST FOR BURBANK UNIT TREASURERS AND PRESIDENTS

Revised April 2021

Use this list to help you keep track of things that must be uploaded and sent in to Council Meetings with your Unit President.

2021-2022	✓	UPLOAD TO GOOGLE DRIVE	✓	SEND TO COUNCIL MEETING*
JUNE/JULY		PROPOSED 21-22 calendar (by June 1)		
		PROPOSED 21-22 budget (by June 1)		
		May Treasurer's Report (by mid-June)		
		Annual Financial Report (by mid-June)		
		June Treasurer's Report (by mid-July)		
		Year-end Audit report (after committee review)		
		Unit Financial Information Form (from BCPTA)		
AUGUST		July Treasurer's Report		Forwarded dues (for manual memberships)
		CT-NRP-2 (Raffle Report)		
		CT-NRP-1 (Raffle Application)		
		OAG confirmation letter for Raffle Permit		
		ADOPTED calendar (indicate in file name)		
		ADOPTED budget (indicate in file name)		
SEPTEMBER		August Treasurer's Report		Council Assessment (\$400)
		ADOPTED year-end audit		Forwarded dues (for manual memberships)
OCTOBER		State tax return (& proof of filing)		Liability Insurance Premium
		Federal tax return (& proof of filing)		Forwarded dues (for manual memberships)
		Charitable trust renewal RRF-1 (& proof of filing)		
		CT-TR-1 (if applicable)		
		proof of filing taxes and CT renewal (if mailed)		
		September Treasurer's Report		
NOVEMBER		October Treasurer's Report		Forwarded dues (for manual memberships)
DECEMBER		November Treasurer's Report		Forwarded dues (for manual memberships)
		Worker's Compensation Filing (from AIM)		
JANUARY		December Treasurer's Report		Forwarded dues (for manual memberships)
FEBRUARY		January Treasurer's Report		Forwarded dues (for manual memberships)
		ADOPTED mid-year audit		Founders Day Free Will Offering (if applicable)
MARCH		February Treasurer's Report		Forwarded dues (for manual memberships)
				HSA Banquet forms
				HSA Banquet fees
APRIL		March Treasurer's Report		Annual Historian's Report
				Forwarded dues (for manual memberships)
MAY		April Treasurer's Report		Forwarded dues (for manual memberships)
		PROPOSED 22-23 calendar (by May 31)		
		PROPOSED 22-23 budget (by May 31)		

* If Council meeting is held virtually, send to Council Financial Secretary instead.