



## 2024 Treasurer's Year-End Checklist

	Due Date	Date Completed
Provided an updated 2025-Chapter Directory to: <a href="mailto:ritamcoen@gmail.com">ritamcoen@gmail.com</a> . Directors will aggregate and send to PAC by the due date.	01/07/2025	
Completed and forwarded 2025 Authorized Voucher Approver form to: <a href="mailto:ritamcoen@gmail.com">ritamcoen@gmail.com</a> . Directors will aggregate and send to PAC by the due date.	01/07/2025	
Sent all December and remaining 2024 expense, advance closings, deposits and transfer tpf's including grants to: <a href="mailto:accounting@pioneersvolunteer.org">accounting@pioneersvolunteer.org</a>	01/07/2025	
Reviewed outstanding advances, contacted individuals with past due advances to get their receipts or funds that need to be returned. Submitted any close advance paperwork to: <a href="mailto:accounting@pioneersvolunteer.org">accounting@pioneersvolunteer.org</a> . All advances open past 60 days will be reclassified as income for the Pioneer and the unit's advance policies will be evaluated.	01/07/2025	
Contacted the payees for any outstanding checks older than 30 days and asked them to cash the checks. If a check was lost, <a href="mailto:accounting@pioneersvolunteer.org">accounting@pioneersvolunteer.org</a> must be notified to cancel the request or reissue the check.	01/07/2025	
Received or taken inventory of resale items as of December 31, 2024 and sent a copy to: <a href="mailto:accounting@pioneersvolunteer.org">accounting@pioneersvolunteer.org</a> . Please include Chapter, unit, and name of project.	01/07/2025	
Sent an approved copy of the 2025 budget: <a href="mailto:ritamcoen@gmail.com">ritamcoen@gmail.com</a> .	01/31/25	

**Chapter and Number/ Council/Club:**

**Treasurer Name and email:**

***Please add name and email and send via email to [ritamcoen@gmail.com](mailto:ritamcoen@gmail.com) once completed.***