

# TREASURER CHECKLIST

## TASK

## TIME FRAME

Prepare Budget

1. Rough Draft
2. Final Draft

Spring meeting (Apr-May)  
Fall meeting (Sep-Oct)

Form 99 Taxes

May 15

Lobbying Expense

Jun 15

Annual Audit

Feb 15

Report of Financial Status to APTA

Jun 15

Semi-annual Status to IPTA BOD

Spring and Fall BOD  
Meeting