

Club treasurer handover checklist

Everything the outgoing and incoming treasurer should pass across, so nothing gets lost when the job changes hands.

Go through this together, outgoing and incoming treasurer, ideally in one sitting with the president or chair. Tick a line when it is done, not when it is promised.

Bank and money

- ☐ Bank signature card updated: the new treasurer added, the outgoing treasurer removed. Ask the bank to confirm in writing.
- ☐ Online banking users changed, and the outgoing treasurer's login removed.
- ☐ Debit cards in the outgoing treasurer's name cancelled, and new cards ordered.
- ☐ Checkbook, deposit slips and deposit stamp handed over.
- ☐ Payment accounts (Stripe, Square, PayPal, Venmo and the like) checked: who owns each one, and whether any is tied to someone's personal account. Move ownership to the club.
- ☐ Cash box counted together, and the count signed by both of you.

Records

- ☐ Bank statements and receipts for the last seven years, or as many as exist.
- ☐ This year's budget, and last year's budget against what actually happened.
- ☐ The member and dues list, showing who has paid and who still owes.
- ☐ A list of bills and reimbursements still to be paid.
- ☐ Books reconciled to the handover date, with a balance snapshot you both sign.
- ☐ Bylaws, minutes, past 990-N confirmations, conflict of interest forms and IRS letters (the determination letter and the EIN confirmation letter, CP 575).
- ☐ Anything kept on one person's laptop or personal email moved into a shared club folder.

Logins, handed over properly

- ☐ A list of every account the treasurer uses: bank, payments, accounting, email, website and domain, state filing portals.
- ☐ For each account, the password changed, and the recovery email and phone set to the club's, not a person's.
- ☐ Passwords never sent in an ordinary email or text. Use a shared password manager or hand them over in person, then change them.

- ☐ Two step sign in turned on wherever it is offered.
- ☐ The IRS login used for the 990-N belongs to a person (Login.gov or ID.me) and cannot be passed on. The new treasurer makes their own. Write down who filed last time.

Insurance

- ☐ General liability policy found, and any directors and officers (D&O) policy.
- ☐ Broker or agent name and contact, policy numbers and renewal dates written down.
- ☐ Officer names updated with the insurer, if the policy lists them.

Filings and deadlines

- ☐ The IRS return your club files (often the 990-N): when it is due and who filed last. See [the 990-N in plain words](#).
- ☐ EIN responsible party: if it was the outgoing treasurer, file IRS Form 8822-B within 60 days of the change.
- ☐ State annual or periodic report, if the club is incorporated: due date and login.
- ☐ State charity registration, if the club asks the public for donations.
- ☐ Any raffle licence, sales tax permit or tax exemption certificate, with expiry dates.
- ☐ The mailing address on IRS and state records still reaches someone. PO box key handed over.

The first month

- ☐ Week one: bank access works for the new treasurer and is gone for the old one.
- ☐ First bank statement reconciled by the new treasurer.
- ☐ Open bills on the list paid.
- ☐ Every deadline above in a shared club calendar, with a reminder two weeks ahead.
- ☐ A short first report to the board: balances, money in, money out, and anything odd.
- ☐ The outgoing treasurer's phone number kept for a few months. Questions always come up.

A checklist, not legal or tax advice. Your bank, your bylaws and your state may ask for more.

Sources

- IRS Form 8822-B, change of responsible party: <https://www.irs.gov/form8822b>
- IRS Form 990-N: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>



Made by renuzy, dues done easy. Looking after dues for a club? See how renuzy can help at renuzy.com.
<https://renuzy.com/resources/treasurer-handover-checklist>