

THE OFFICE OF THE TREASURER

The National  Bahá'í Fund

CHECKLIST

- Deepen on the role of a Treasurer- LSA Guidelines
- Review Confidentiality Guideline
- EIN - Confirm or obtain an Employer Identification Number
- Banking - Open or confirm there are two signers on the account
- Online Contribution System - Log In or enroll
- Insurance - Confirm or obtain
- Accounting - Set up a plan to balance the books every 19 days
- Annual Budget
- Feast - How to prepare
- Annual Report - Due Ridván
- Audit
- Planned Giving
- Fundraising
- Fund Education