

CONVENTION ACCOUNTS RECORDS CHECKLIST

Convention: _____

Date: _____

Convention ID number: _____

Convention Committee coordinator: Complete and submit this checklist with accounts records no later than 60 days after *your* convention.

- _____ 1. *Convention Accounts Book* (CO-56)
Include *Convention Receipts Ledger* (CO-56a), *Convention Expense Ledger* (CO-56b), *Convention Expense Report* (CO-56c), and *Convention Accounts Records Checklist* (CO-56d).

 - _____ 2. Original *Receipts* (CO-40)
Bundled in numerical order.

 - _____ 3. *Convention Committee Office Receipts* (duplicates of CO-40)
Convention Committee coordinator to add these bundled in numerical order.

 - _____ 4. Deposit slips
**Bundled in date order (Do not attach to *Receipts*).
Please note which *Receipts* are included in each deposit.**

 - _____ 5. *Vouchers* (CO-47)
Invoices and receipts for each transaction should be attached to the back of the *Voucher* with one staple in the upper left corner and left flat.

 - _____ 6. Final check made payable to the branch office
This should include all remaining funds advanced by the branch office.
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First and last Convention Committee coordinators in each city:

- _____ 7. Night-deposit box key
The *first* Convention Committee coordinator arranges for it to be returned to the bank within two days after the last convention.

- _____ 8. Deposit materials
The *last* Convention Committee coordinator at each location returns endorsement stamp(s) and all remaining deposit tickets and night-deposit bags to the branch office within one week after the last convention.