



CHECKLIST: Items to submit to National

	Monthly or at each meeting	Annually
1. Notice of Meetings	✓	
2. Minutes of Meetings	✓	
3. Chapter Board List		✓
4. Budget		✓
5. Financial Statement (Year End Final)		✓
6. Bank Statement (include list of signing officers)		✓
7. GST Return (if applicable)		✓