Chama Money Tracker

FREE · LITE EDITION

Chama Treasurer Monthly Checklist LITE

Ten steps to close your group's books at the end of each month. Tick each box as you go.

Group _____ Month / year _____ Treasurer _____

1 · COLLECT & RECORD

- ☐ 1 Record every contribution received this month: date, member, amount, currency and payment reference.
- ☐ 2 Send each member a receipt or written confirmation of what you received.
- ☐ 3 Record every expense with proof: bank and transfer fees, meeting costs, welfare payouts.

2 · RECONCILE

- ☐ 4 Get closing balances for the bank account, M-Pesa / mobile money and the cash box.
- ☐ 5 Check: opening balance + money in − money out = closing balance. Fix any difference before moving on.

3 · FOLLOW UP

- ☐ 6 List members who are behind, and by how much.
- ☐ 7 Apply fines exactly as your group's rules say, no more and no less.
- ☐ 8 Record loan repayments received and note any loan that is overdue.

4 · REPORT & FILE

- ☐ 9 Share a short summary with members: collected, spent, closing balance, arrears, loans out.
- ☐ 10 File statements and receipts in one shared folder, and have a second official review and sign.

Notes / issues to raise at the next meeting

Treasurer signature & date _____ Reviewed by (chair / auditor) _____

Want the full version? The **Monthly Treasurer Close Checklist** ($4.99, fillable PDF, 7 sections) covers merry-go-round, investments, welfare and an arrears follow-up page: etsy.com/shop/ChamaMoneyTracker

Let a spreadsheet do steps 5–9 for you: try the free **Chama Money Tracker** ledger demo (no sign-up): chamamoneytracker.com

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Record-keeping aid, not financial advice