

Your First 45 Days in Office

Financial + Administrative Awareness Checklist

This to-do list is designed to help officers and board members gain awareness of their ESO's financial and administrative status, notify stakeholders of changes in leadership, and continue the work of those before you. All of these steps are important, so please consider completing them at the start of your tenure, and on at least an annual basis after that, and complete them thoroughly, accurately, and without assumptions.

- ☐ Publish change of officers and board members on all platforms and resources, including your website.
- ☐ Verify each key position has a job description.
- ☐ Complete a conflict of interest statement for every board member and officer on at least an annual basis, and during changes in outside employment.
- ☐ Conduct additional background checks for all individuals involved in the organization's finances. Specifically, complete a credit report for each individual prior to the elections, if not already done.
 - Note: This should be on an annual basis regardless of whether it was completed previously for any individual.
 - It is important to know who is going to review/verify the credit reports and approve conflict of interest statements. Decisions should be made as objectively as possible. The recommendation would be a compliance officer.
- ☐ Review and verify that foundational documents such as incorporation paperwork, bylaws, and other governance docs are up-to-date.
- ☐ Make changes to signature cards at your financial institution(s) only after credit reports have been reviewed and a compliance officer has approved.
- ☐ Put a process in place to change access to email for each officer role.
- ☐ Notify the Department of State of any changes in officers (filing fee may be required).
- ☐ Review prior end-of-year (EOY) financial reports, especially the balance sheet and budget.
- ☐ Review the list of assets, including technological items such as website domain names and logos.
- ☐ Review schedules of loans, investments, contracts, and grants.
- ☐ Change contacts for state and federal grants.
- ☐ Notify insurance agency of any change in officers and designate primary and secondary points of contact.
- ☐ Update your organization's roster to account for changes in junior members and active or inactive firefighters.
- ☐ Review insurance coverage, including your management liability coverage, exclusions, and limits with your agent or broker.
- ☐ Review your members' benefits, including your Length of Service Awards Program (LOSAP), with your benefits provider(s).
- ☐ Notify attorney of changes.
- ☐ Notify accountant of changes.
- ☐ Review and verify [990 IRS](#) filing for submission to avoid having your tax-exempt status lapse.
- ☐ Notify fire and/or EMS billing provider of changes, as applicable.
- ☐ Make changes to previously-issued bank cards and issue new ones as needed.
- ☐ Review schedule of any current or potential litigation against the ESO.
- ☐ Ensure compliance with filing requirements in your state if you fundraise.
- ☐ Review payroll tax filings for compliance, as required.
- ☐ Verify sales tax exemption for compliance.