

asae
ASSOCIATION MANAGEMENT COMPANY
TRANSITION CHECK LIST

Association Name: _____
 Key Volunteer Contact: _____
 Phone: _____ Fax: _____ E-mail: _____
 Prior staff and titles:

Liaison at national headquarters, if local organization: _____
 Phone: _____ Fax: _____ E-mail: _____

Fiscal Year End: _____ State of Incorporation: _____

FINANCIAL INFORMATION

Previous Accountant:
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____ E-mail: _____

- Accounts payable—detail list
- Accounts receivable—detail list
- Amortization and depreciation schedules (if applicable)
- Assets—list of
- Audits:
 - Accountant's audit, compilation or review for last three years
 - Final audit of association's financial records
- Bank reconciliation(s) from prior month
- Certificates of Deposits or any other investment instruments—list of
- Federal ID number: _____

- General ledger detail for current fiscal year—printout
- Investments—list of
- Taxes:
 - State sales tax exemption (if 501(c)(3))—copy of
 - State tax returns for the last three years
 - Tax Exempt Status from the IRS—Federal and Letter of Determination
- Trial balance (last), including income/budget statement and balance sheet
- Other:
 - _____
 - _____

INSURANCE POLICIES

- Convention cancellation
- Directors & Officers
- General liability
- Workers Compensation

- Other:
 - _____
 - _____

CONTRACTS WITH OUTSIDE VENDORS

- Accountant
- Attorney
- Conference facilities
- Internet provider
- Lobbyist

- Printer(s)
- Resellers permits
- Surveys
- Other:
 - _____
 - _____

GENERAL DOCUMENTS

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Articles of Incorporation<input type="checkbox"/> By-laws—hard copy plus disk or e-mail of text
<input type="checkbox"/> Calendar of upcoming meetings with locations<input type="checkbox"/> Corporate Seal<input type="checkbox"/> Databases:<ul style="list-style-type: none"><input type="checkbox"/> Hard copy, plus a disk or e-mail of databases<input type="checkbox"/> List of fields to be included in membership/other databases<input type="checkbox"/> Documents used on a regular basis—hard copy plus disk or e-mail:<ul style="list-style-type: none"><input type="checkbox"/> Agendas and minutes from last two board meetings<input type="checkbox"/> “Drop” letter<input type="checkbox"/> “Thank you” for your interest in the association letter<input type="checkbox"/> “Welcome” to the association letter | <ul style="list-style-type: none"><input type="checkbox"/> Frequently-Asked Questions (FAQs). Have prior management firm develop a list from the administrator of the 20 most commonly-asked questions<input type="checkbox"/> Membership brochure and application<input type="checkbox"/> Officers/committees:<ul style="list-style-type: none"><input type="checkbox"/> Board of directors roster<input type="checkbox"/> Committee chairs and members roster<input type="checkbox"/> Officer/committee charges, position descriptions and plan of work<input type="checkbox"/> Policy manual—hard copy plus disk or e-mail<input type="checkbox"/> Postal permits<input type="checkbox"/> Strategic plan—hard copy plus disk or e-mail<input type="checkbox"/> Other:<ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____ |
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ARTWORK

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Letterhead<input type="checkbox"/> Membership applications<input type="checkbox"/> PMS ink color number(s)<input type="checkbox"/> Stat of logo—disk and camera-ready artwork | <ul style="list-style-type: none"><input type="checkbox"/> Other:<ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____ |
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FILES

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Meetings, conventions, trade shows, and other events held over the past three years<input type="checkbox"/> Membership directory, sample and file<input type="checkbox"/> Minutes from all board and committee meetings<input type="checkbox"/> Newsletters and other publications (all)<input type="checkbox"/> Nominations and Elections from the past three years | <ul style="list-style-type: none"><input type="checkbox"/> Perpetual plaques<input type="checkbox"/> Photo files<input type="checkbox"/> Proclamations, awards<input type="checkbox"/> Other:<ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____ |
|---|---|

INVENTORIES

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Audio and video tapes<input type="checkbox"/> Membership certificates<input type="checkbox"/> Membership pins<input type="checkbox"/> Publications | <ul style="list-style-type: none"><input type="checkbox"/> Other:<ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____ |
|--|--|

TRANSITION ACTIVITIES

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Assets—dispose of or relocate<input type="checkbox"/> Change of address notice to:<ul style="list-style-type: none"><input type="checkbox"/> Allied organizations<input type="checkbox"/> Media<input type="checkbox"/> Members<input type="checkbox"/> Post office<input type="checkbox"/> Vendor list<input type="checkbox"/> Dovetail industry’s meetings calendar for conflict check<input type="checkbox"/> Educate staff on new association/FAQs, answering telephone | <ul style="list-style-type: none"><input type="checkbox"/> Investment strategies—review with leadership<input type="checkbox"/> Signature cards (new), corporate resolutions from bank(s)<input type="checkbox"/> Telephone:<ul style="list-style-type: none"><input type="checkbox"/> Add association name to telephone directory listing<input type="checkbox"/> Order/change dedicated phone lines<input type="checkbox"/> “To do” list for upcoming events and activities (develop)<input type="checkbox"/> Web page—forward to new office<input type="checkbox"/> Other:<ul style="list-style-type: none"><input type="checkbox"/> _____<input type="checkbox"/> _____ |
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ARCHIVES

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> All other files, inventories, or items not listed above. | |
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