

Duties of the Treasurer





Getting Started

- Change signature cards for all accounts – 1 checking, 3 savings
- Transfer of records (boxes, binders)
- Transfer of laptop, checkbook, passbook savings accounts
- New 3 ring binder for current year records and monthly tabs
- Review budget
- Password for square account for
- Password to log into square on-line is same
- Obtain password and login info for on-line accounts (currently at Huntington)



Monthly

- 1) Pay bills
- 2) Copy any checks to go along with deposits
- 3) Deposit funds
- 4) If funds come through the Square account or Paypal, those reports need to be attached to the deposit for the 3 ring binder
- 5) Place in the 3 ring binder the Reimbursement request form (filled out and signed at bottom with date, check# and your signature
- 6) Categorize each check written into category and make sure, prior to writing the check, that the expense is within budgeted amount
- 7) Record checks written and deposits made into checkbook and Quicken accounting program in laptop
- 8) Keep running total of checks/deposits in checkbook in a sequential order
- 9) Print monthly or quarterly statements from on-line banking
- 10) Balance checkbook and Quicken accounts. Checking - monthly, savings – quarterly
- 11) Print reconciliation from Quicken and place in 3-ring binder.
- 12) Run report – Expenses comparison – current year to prior year
- 13) Budget/Expense report – excel form with current budgeted amounts filled in under budget along with income/expenses to date under current year



Spring/Fall Meetings-State Level

- 1) Be prepared for audit. 3 audits are required. Since we are going to 2 meetings, one additional audit will need to be scheduled outside of the Spring and Fall meeting
- 2) Print 50 copies of the Budget/Actual expense form to hand out as you make your "Treasurer" presentation. State Income, Expenses to-date and Balances in the accounts
- 3) Bring checkbook and Square device to each meeting for possible use



Local Chapter Treasurer Responsibilities:

- **Local Chapter Treasurer**

- The Treasurer has custody of the funds of the Chapter and makes disbursements as may be directed by the President or Governing Board. It is suggested that a bond be obtained for an appropriate amount.
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- Works with the Governing Board to develop annual budget. See sample budgets pages 41-43.
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- Records are kept in an account book showing all receipts and disbursements. Treasurer's report should be available at all regular Chapter meetings.
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- Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
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Local Chapter Treasurer Responsibilities: (cont)

- Ensures that regular financial reports are submitted to the Governing Board and presents an annual financial report to the membership.
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- Submits the financial accounts of the association to an annual independent audit (usually a group of members). Performs other duties assigned by the President.
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- Gives receipts for collection of cash, keeps copy of transaction for Chapter's permanent records.

Local Chapter Treasurer Responsibilities: (cont)

- □ Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Auditing Committee Chairman shall arrange a time to meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Chapter meeting.
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- I suggest writing your checks on a minimum of a monthly basis, balance the checkbook and savings accounts plus any other accounts your group holds. If you are maintaining a computer, keep a back-up. You will be responsible for the year that you were the Treasurer. So, in January, you will follow through with balancing your year's books and turning in the reports to finish
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- Finance Report. There is no need for the Treasurer to read the full report. The report should cover the most
- pertinent information. Have handouts available for reference. Note that there is no vote to approve the report,
- because no action is required. A convenient way to close this segment and move on is to say "Thank you,
- _____ The financial report will be filed for audit."