

TREASURER

The Treasurer shall be responsible for the accounting of all funds for the Chapter, render a true and complete report relative to the affairs of the office at each meeting and maintain all Chapter financial records including taxes.

Duties and Responsibilities

- 1 Maintain a complete and accurate record of all Chapter receipts, expenditures, and reimbursements using the Board approved financial software.
- 2 Prepare current financial reports and distribute at each Board and General meeting. The reports shall consist of all expenditures and revenues as well as current fund balances.
- 3 Post all approved Financial Reports to the Chapter website in a timely manner.
- 4 Prepare and sign all Chapter checks with either the President or Vice-president as additional signatory.
- 5 Responsible for maintaining and securing Chapter checking account and checks; assuring that checking account is balanced at least monthly.
- 6 Assures that all persons attending Chapter functions are properly invoiced and that these invoices are paid promptly.
- 7 Responsible for prompt review, approval and payment of all Chapter invoices. Obtains Board approval for any non-standard expenses not detailed in annual budget.
- 8 Serve on the Budget Committee.
- 9 Responsible for compiling tax records and receipts and filing Federal tax forms.
- 10 Maintain the annual budget and inform Board when any requested expenditures are inconsistent with the approved annual budget.
- 11 Reimburse Officers, Board members and members for approved expenses upon receipt of payment request form and original invoice and/or other appropriate documentation of expense.
- 12 Investigate banking, financial, or tax issues at the direction of the Board.
- 13 Assist the Treasurer Elect in the transition of duties.

By signing below, I hereby acknowledge the duties and responsibilities of the office to which I have been elected.

Sign

Date