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 __________________________

12.06.18 Duties and Responsibilities Columbia Chapter of NIGP