YOU the TREASURER

As the person chosen by your organization to serve in the important position of treasurer, you should have a good working knowledge of parliamentary procedure. Your organization has chosen you for your financial integrity and accounting ability. You are the official keeper of their funds and trustee of their accounts. When large sums of money are involved, you and the other officers who handle funds should be bonded.

Check the bylaws and other rules of your organization for specific duties of your office. In general, as treasurer, you will be expected to:

- ✓ Be custodian of the funds. Collect, deposit, and disburse the funds of the organization.
- ✓ Give a receipt (retaining a duplicate copy) for any cash or checks received, especially when collecting dues.
  Disburse funds only as authorized by the bylaws, standing rules, or the assembly.
- ✓ Verify that all bills are within the budgeted amount for that account fund. Present all bills to the assembly for approval.
- ✓ When an over-budget bill is presented for approval, inform the members that the budgeted amount has been (will be) exceeded.
- ✓ Maintain accounts as established by the organization.
- ✓ I reconcile all bank statements with the check register.
- ✓ Order checks and check registers when needed.
- ✓ I prepare a written treasurer's report for each meeting with copies for the president and secretary. Give a verbal report when called for by the presiding officer.
- ✓ Be the chairman or a member of the budget committee.
- ✓ File applicable federal, state, and local tax forms.
- ✓ Balance the books and prepare a fiscal year financial statement for the audit.
- ✓ Arrange transfer of funds to the new treasurer.
- ✓ Deliver all files and records to your successor after the audit has been completed and adopted.
- ✓ All transactions by the treasurer should be authorized by the organization either in the bylaws, standing rules, or by an adopted motion.
- ✓ Dues and fees sent to higher levels should be sent by registered mail.
- ✓ A bank account should be maintained in the name of the organization. Under no circumstances should the funds of an organization be kept in a personal account or in an account identified by the name of the treasurer or other officer. The treasurer is responsible for the signature cards, properly signed and filed with the bank, prior to writing checks.
- ✓ The treasurer's books should be audited annually by an auditing committee. A new treasurer should not accept books unless they've been audited.
- ✓ The adoption of the auditor's report relieves the treasurer of any responsibility for the period covered by the report, except in case of proven fraud.