TREASURER

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| REQUIREMENTS |
| Reports to: | President |
| Membership Requirement: | Full or Associate Member |
| Voting Privileges: | Voting |
| Term: | Two (2) Years |
| Term Limit: | N/A |
| Source: | Annual Election |
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| RESPONSIBILITIES |
| **ASLA-MN Unamended Bylaws**814. The treasurer shall: collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee and to the membership through the newsletter or other available media; and perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president.815. The treasurer shall be a Full or Associate Member elected for a term of two (2) years.**Editorial Amendment to ASLA-MN Bylaws** 814. The Treasurer shall: collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Chapter, at all times, open to inspection by the Executive Committee; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee and to the membership through the newsletter or other available media; and perform such other duties as are customary for the Chapter’s Treasurer or as may be assigned or delegated by the President.814.1 In addition to the duties of the Treasurer as listed in each chapter's constitution and bylaws, the Treasurer is "keeper of the funds, trustee of the accounts, and keeper of the Chapter financial records." The Treasurer receives and disburses funds and should keep a permanent record book showing the detailed account of all monies received and paid out. When Chapter Treasurers change office, the official books, digital files and records should also change hands. In addition, signature cards at banks where the Chapter maintains its accounts must be modified. Prepare a report and financial statement for all meetings as well as for an annual report. Remember to file all necessary tax forms to the IRS before April 15. The financial review should be made annually after the close of the fiscal year to verify the Annual Report. Financial reviews should also be made when a change of personnel in the Chapter’s Treasurer takes place. As "keeper of the financial records," the Chapter’s Treasurer should be closely involved with the formulation of the Chapter budget. Continually compare the Treasurer's Reports with the current operating budget so that close tabs may be kept on the financial picture of the Chapter during the course of the fiscal year.**Annual Tasks*** Create yearly budget with assistance by President and appointed advisors
* Create reimbursement forms to distribute to Executive Committee and authorized member who may expend money on behalf of the Chapter
* Deliver past year’s information to Audit Committee, accounting firm, or bookkeeper performing audit
* Respond to issues addressed in audit report
* Deliver Chapter’s copy of accounting files to accountant or bookkeeper to complete taxes
* File tax form for nonprofits
* Sign and mail tax reports when provided by accountant
* Create or work with Executive Committee to create an overall sponsorship packet for distribution to all statewide sponsors
* At the start of each term coordinate transition of bank account and debit card to provide access to President Elect and the Treasurer, and delete bank account and debit card access to the incoming Past President

**Monthly Tasks*** Reconcile national membership dues reimbursement and deposit
* Process reimbursements at least twice a month
* Process deposits at least once a month
* Verify reconciliation of accounts have occurred when statements arrive monthly

**Treasurer’s Report**In preparing for meetings, the Treasurer should:* Balance on hand at the beginning of the month
* Total receipts for the period
* Total disbursements for the period
* Balance on hand at the date of report
* A comparison of current standings to the budget
* Balance on hand of additional Chapter accounts (investment account, reserve funds, scholarship accounts, credit card, etc.)

**Initial Checklist*** Ensure that the Chapter has a federal tax ID number.
* Ensure that the Chapter is separating expenses and revenue for lobbying purposes (licensure) from the general Chapter budget; clearly show the separation in all documents.
* NOTE A501(c)6 must report the percentage of membership dues used for lobbying. That percentage of dues is not tax deductible by the members.
* Ensure that the Chapter is filing tax forms. Read the IRS tax filing requirements for nonprofit tax exempt organizations which affects all ASLA chapters that are not incorporated and have tax exempt status.
* Recommend: Incorporate the Chapter if it isn’t.

**Other Responsibilities*** Work with those responsible for the annual meeting or equivalent to develop sponsorship and revenue opportunities.
* Obtain event insurance through AHT Insurance, the national provider. The information is on the COW.
* Pay contracts as required, especially conference planner wrap up at the end of the meeting.
* Process payments for registration and sponsorship.
* Process all payments online for credit card payments (can be weekly close to event).
* Complete all deposits (can be weekly close to event).
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