

Treasurer

The treasurer is one of the five (5) elected and required positions on the CAB. This position is discussed in detail in the *Treasurer's Guide*.

The responsibilities of a chapter treasurer are to:

- Serve as the financial officer of the chapter.
- Be fourth in line for succession of the president.
- With the president, make sure the financial items in the Compliance Policy Checklist are correct and timely to keep the chapter in compliance.
- Sign the signature card for all bank accounts. The chapter may provide a copy of the bank signature card **or** a copy of the most recent bank statement and a copy of the minutes in which all of the signatories of the bank account are approved.
- Work with the president to prepare the chapter's annual budget for January 1st through December 31st of the next year. Secure approval of current CAB for the budget.
- Hold all funds of the chapter, including funds that are raised for special purposes, in approved bank accounts and distribute as directed by the CAB.
- Verify expense reimbursement forms received before issuing a chapter check. Assure that expenses are reimbursed in accordance with the chapter's standing rules, if the chapter has them.
- Deposit checks and cash received into bank accounts promptly.
- Reconcile chapter accounts with bank statements each month.
- Prepare a Treasurer's Report each month and present at CAB meetings.
- Prepare a quarterly Chapter Financial Report and mail or e-mail to National Headquarters on time.
- Validate monies received from National Headquarters against the new and renewal member listings each month.
- May receive reservations and checks for chapter programs and events.
- File Form 1099-MISC when required (page 9-13).
- Provide cash at chapter events requiring it.
- Bill all advertising placed in the chapter newsletter, sends a copy of the ad along with the bill, and validates the receipt of payments, and liaison with Newsletter Editor.
- Keep the financial records of the chapter as required in the Records Retention Policy (page 4-17).
- Maintain and provide a complete list of all chapter assets and their whereabouts, whether cash, bank accounts, savings accounts, equipment, or software, etc., This is discussed more fully in the *Treasurer's Guide*.

Associated Topics and Information

- "CAB Responsibilities," on page 8-2.
- Treasurer's Guide* can be downloaded from the Leadership Area of the ASG Web site at www.asg.org.
- "Financial Policies," on page 4-14.
- "Form 1099," on page 9-13.
- Chapter Financial Report form, shown on page C-3 and is downloadable from the Leadership Area of the ASG Web site at www.asg.org.