

Treasurer Job Description

Keep all entries in bank book updated monthly.

By July 20: Submit fiscal year (ending that June 30) expenditures to board. Submit upcoming fiscal year budget to board. Both need to be approved by board before submitting to the national AMWA by August 1.

By August 1: Submit both to the national AMWA.

Draft simple statement that the chapter is or is not in good financial standing for the annual chapter report as requested by board president.

Each year, add or delete elected officers' names as signatories on the checking account. Only elected officers (president, president-elect if necessary, secretary, and treasurer) may sign checks. The account requires 2 signatories per check.

Send in payments for bills and all expenditures. Will need to mail to secretary or president for co-signing or obtain signatures in person before sending for payment.

Purchase postage and security envelopes as necessary.

Request services of a tax professional familiar with not-for-profit organizations as necessary (e.g., if you need help filing a tax return if it becomes necessary). This expenditure would require board approval and possibly a line item in the budget.