

# **WISCONSIN SECTION - AIHA**

## **Job Description – Treasurer**

**Revised: June 2014**

### **GENERAL**

The Treasurer is responsible for managing the finances of the Section. This includes receiving moneys, paying bills, maintaining accounts, preparing financial statements, and submitting materials for review.

### **DUTIES AND ACTIVITIES**

- Collect funds and make timely deposits into the Section's financial accounts.
- Pay all expenses within 30 days or the timeframe specified by the originator, whichever is shorter.
- Maintain up-to-date records of all financial transactions.
- Reconcile all accounts at least monthly.
- Prepare an updated balance sheet and transaction report for review and discussion at each scheduled Executive Committee meeting.
- Transfer all records to the succeeding Treasurer at the annual Executive Committee planning meeting. Train the successor on the functions of the office.
- Facilitate the timely and orderly transfer of control of Section financial accounts to the succeeding Treasurer.
- Retain financial records for seven years.

### **PROCEDURES**

#### **Bank Deposits:**

1. Prepare deposits according to financial institution requirements.
2. Record the dates and amounts of deposits in financial software program.
3. Retain dated records of all amounts received from individual members showing the payment purpose and category.

### **Reimbursement of Member Expenditures for Section Business:**

1. To ensure appropriate use of Section funds, members must obtain the Treasurer's permission before making any expenditures on behalf of the Section for which they will expect reimbursement. The Treasurer shall inform the President of such expenditures.
2. Prior to reimbursing members, obtain from those members legible and dated receipts that show the amounts of the expenses.
3. For each reimbursed expense, record the date, purpose, amount and member's name. Maintain these records with the receipts in the Treasurer's file for seven years.
4. Mail or hand the reimbursement check to the member.

### **Balancing Accounts:**

Use financial software to maintain accounts in financial balance.

### **Preparing the Balance Sheet and Transaction Report:**

For each scheduled Executive Committee meeting, prepare and print an updated balance sheet for the fiscal year-to-date using the financial software. (The Section's fiscal year begins on July 1.) Also prepare and print a transaction report showing all account transactions for the past 12 months.

### **Membership Dues and Event Registration Fees:**

1. Receive funds collected by the Secretary, AIHA (National), and the Section's website via PayPal.
2. Deposit / transfer collected funds into the Section's accounts at least monthly and following each scheduled Section event.
3. Prepare a dated record that shows the name of the payer, the date, the purpose of the payment, and the check number (if applicable) or the source of payment (PayPal, AIHA electronic funds transfer, etc.). Save such records for seven years in the Treasurer's files.

### **Programs and PDCs:**

1. Obtain the list of attendees and any advance check payments from the Secretary. The speaker always receives his/her meal for free, but it must be included on the list.
2. Prepare name tags and receipts.

3. Bring the prepared name tags, receipts and several pens to the program. Also, bring blank name tags and receipts.
4. As people register, note on the attendance list how much was paid and how payment was made next to each name.
5. If people show up who are not on the list, add them to the list with dinner selections (if applicable).
6. Count the number of people who paid and compare that with the number of people eating and with the number of dinners the Section is being charged for.
7. Obtain a legible and dated receipt from the restaurant / provider showing the total cost and the number of meals being billed.
8. Unless arrangements were made for payment after-the-fact, pay the bill before leaving the premises.
9. Count the money and check the totals against the numbers recorded on the attendance list.
10. Total the amounts for receipts and expenses. Calculate the net gain or loss for the meal and record that amount in the Treasurer's files.
11. Send a list of "no-shows" to the Secretary for billing per the dinner reservation policy.
12. When you receive checks from "no-shows", record them in the ledger under "Miscellaneous Receipts" in the "Miscellaneous" column.