

TREASURER



The treasurer administers and is responsible for association funds. He/she keeps financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual budget; serves on the enterprising and finance committees as an ex-officio (non-voting) member; and protects the financial reputation of the association.

The treasurer should do the following:

1. Keep a permanent, up-to-the-minute record of all financial transactions. The entries should be recorded in ink in a treasurer's ledger book.
2. Keep a record of all received monies following accepted fiscal procedures.
3. Record all expenses, noting the date and the party to whom the money was paid.
4. Obtain and keep a copy of all receipts in the permanent records.
5. Be prepared to report the financial status of the association at any regular meeting.
6. Obtain and present ideas and suggestions to the membership for increasing the treasury and for financing association activities.