

## Chapter Board Job Descriptions - Treasurer

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### General

The Treasurer is the financial officer of the chapter. This position is responsible to the President and the Board of Directors for the receipt and deposit of all funds of the chapter and for the disbursement of funds for properly vouched and approved expenditures. The Treasurer should serve as Chairman of the Budget/Finance Committee. For complete information on the committee functions, please see the Committees section of the Chapter Operation e-Handbook site.

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### General Duties

Below you will find a list of general duties for the office of Treasurer.

Step	Action
1	Deposit all receipts, membership dues, fees from meetings, etc. Record receipts in a journal and in a checkbook register with the following information: date, from who received, items covered, and the amount. Deposit receipts are kept for record. Please see the chapter retention schedule for financial records requirements.
2	Maintain a book of accounts showing receipts and expenditures, which are open at all times for inspection by the Board, officers, and membership.
3	Pay by check all the approved bills of the chapter. All payments should be accompanied by an invoice.
4	Prepare a chapter financial budget for approval by the chapter Board of Directors. <ol style="list-style-type: none"><li>Request a budget from each committee chairman so a budget for Board approval can be prepared.</li><li>Direct the Board's attention to expenses that are running over budget appropriation.</li></ol>
5	May serve as budget chairman for any chapter programs/seminars.

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## Chapter Board Job Descriptions - Treasurer, Continued

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**Monthly Duties** Below are duties that the Treasurer needs to perform each month:

1	Reconcile monthly bank statements and attach all receipts to cancelled checks. <i>The President should receive and review the statements before forwarding them to the Treasurer as a security precaution.</i>
2	Prepare a monthly balance sheet and account statement for distribution to Board members. <ol style="list-style-type: none"><li>a. This report should show the previous month's balance, all deposits for the current month, all disbursements for the current month, and the current month's balance.</li><li>b. These financial statements are filed with the monthly bank reconciliation.</li></ol>

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**Year-end Duties** Below are duties that the Treasurer needs to perform at the end of each fiscal year:

1	Prepare annual chapter financial information forms at the end of the fiscal year. This document is called the Group Authorization 990, and is a requirement from the IRS. Each chapter signed an agreement upon chartering to include their chapter within the ARMA International Group Exemption, and the completion of this form fulfills the requirement for that.
2	Furnish all financial records for the annual audit to the Financial Review Committee. For complete information on the committee functions, please see the Committees section of the Chapter Operation e-Handbook site.

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