

2-5 TREASURER

General Description

The Treasurer is responsible for all financial transactions of SCA, for keeping an accurate record of those transactions, and reporting to the Board of Directors and the general membership on the financial condition of the organization. The work of collecting, dispersing, and accounting for funds may be delegated by the Treasurer; however, the Treasurer is responsible for ensuring that the delegated activities are properly carried out and the reports are accurate.

The election procedure and term of office of the Treasurer are described in the Bylaws, IV.3.

Responsibilities

1. Makes all necessary collections and expenditures for SCA according to established policy
2. Keeps complete written records of all financial transactions
 - a. Maintains accounts for SCA general funds, Education Endowment fund, Mink Scholarship fund, the savings account, and any other special funds
 - b. Ensures completion of authorized officer signature cards to be filed with each financial institution overseeing SCA funds
 - c. Reconciles monthly bank statement and check register
 - d. Performs data backups of computer data on a regular schedule
3. Retains all bills, receipts, and canceled checks, as required by law and as identified on the organization's records retention schedule
4. Assists the president in preparing the annual budget
5. Prepares quarterly statements of conditions for general and special funds, and a quarterly budget report to be presented at Board meetings. Submits copies to the Secretary for inclusion with the minutes
6. Prepares annual statements of condition for general and special funds (Exhibit 7-22) and submits statements to the newsletter editor(s) for publication in the Spring SCA Newsletter
7. Distributes copies of the annual statements of condition for general and special funds AGM business meeting, and makes a verbal report on the same
8. Prepares an annual cost of membership report (Exhibit 7-39) at the close of the fiscal year, to be distributed to the Board of Directors only
9. Advises the Board of Directors on all matters pertaining to SCA's finances, and the expenditure and collection of funds
10. Gives appropriate records, as demanded by audit procedures (Section 4-1), to the Vice-President at the first Board meeting after the close of the fiscal year
11. Files governmental reports, as necessary, in a timely manner and in accordance with the Treasurer's calendar (Exhibit 7-13). Updates calendar (Section 5-2) as needed to ensure compliance with ever-changing filing dates and form numbers
12. Serves as chair of the Finance and Investment Committee
13. Maintains a copy of SCA's handbook. Reviews and recommends updates to the following sections as needed: 2-5 Treasurer; 4-1 Audit; 4-2 Reimbursement Policy; 4- _ Refund Policy; 5-2 Treasurer's Calendar; 7-13 Budget Categories; 7-22 Statement of Condition; 7-16 Expense Claim