

## CHAPTER TREASURER\*

The Treasurer must work closely with the Chair and be involved in House, Program, Social, Awards, Newsletter and Publicity since all involve the expenditure of funds as well as the collection of income. The Treasurer has the responsibility for accurate record keeping, for working with the Chair and other Chapter Committees in developing budgets (the operating budget as well as budgets for special events) and in monitoring all income and expenses. In addition, helping to prepare IRS forms, if necessary, and for the maintenance of checking, savings or investment accounts. The term of Treasurer will be from January 1 to December 31. He will act in an advisory capacity to the new Treasurer for three months after his term of Treasurer ends (until March 31st.) Some Chapters also have the position of Treasurer-Elect. This is a learning position in order to take over the position of Treasurer.

The Treasurer, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses.

The Treasurer is responsible for submitting the Mid-Year Financial Report along with the Bank statement ending 6/30 to the office by July 31<sup>st</sup> and the Year-end Financial summary that includes the Proposed Operating Budget to the office. The Year-end Report is due by January 31 of each year along with the Bank statement ending 12/31.

**Note:** Chapters for which no budget is submitted by Jan. 31, will not receive rebate checks. One half of the rebate amount will be issued upon approval from the Board of Directors of the Year-end report. The remaining half will be issued upon receipt and approval of the Mid-year financial report.

The Mid-Year Financial Report is due in the SCC office by July 31.

The Year-end Financial Statement is due in the SCC office by January 31.

Any reports submitted 3 months after the due date will not receive the respective rebate.

Items to be considered in the preparation of special budgets.

- ◆ cost of meals, coffee services, cocktails, etc.
- ◆ cost of rental rooms
- ◆ audio-visual rental
- ◆ speaker reimbursement
- ◆ cost of badges, printing of tickets
- ◆ printing of program information - both registration mailing and program of events to be distributed at the meeting
- ◆ mailing costs
- ◆ on site typewriter/pc rental, if necessary

In the preparation of the budget, once costs have been determined, you can add this amount to the amount of income/expenses sought (if you are looking for income), and divide by the number of expected attendees. This would establish a registration fee.