

# Treasurer

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## Duties listed in the WSDHA Bylaws

- Have a working knowledge of computers, the internet, social media and familiarize oneself with internet tools used for Association business such as, but not limited to, Dropbox, Constant Contact, Quicken/Quickbooks
- Consult with the President regarding all financial matters
- Collaborate with the Association's accountant to prepare proposed annual budget
- Maintain a current listing of the paid members of the component members
- Sign, along with the President, Cosign WSDHA bank signature cards with the President
- Serve as the official contact to the WSDHA accountant/bookkeeper

In addition to duties listed in the Bylaws, the Treasurer will:

- Serve as custodian of all financial assets
- Hold, invest, and disburse the assets of the Association, subject to the direction of the BOT, in accordance with the budget adopted by the HOD
- Notify Chairpersons of councils and committees of their annual budget line item and inform them of remaining moneys as requested. If requested, inform Chairs of councils and committees of the balance of their budget line items
- Deposit WSDHA dues from ADHA
- Distribute reimbursement vouchers to all BOT members, council Chairpersons and committee chairs. Disperse payments and reimbursements not to exceed budget line items approved by the HOD except when a majority of BOT members votes to amend the budget.
- Pay bills and obtain receipts, making sure a voucher has been filed for the expense under the proper line item of the budget. Obtain and file voucher along with receipts for the expense coinciding with the proper line item of the budget
  - Vouchers must be submitted within sixty (60) days for reimbursement (8/09)
  - Reimbursement should be within fourteen days(14) upon receipt of voucher
- Reimburse committees and officers for their expenses, only if a voucher and receipts accompany their request. Reimbursement should be made within fourteen days of submission of a voucher. Voucher must be submitted as soon as possible but no later than 60 days for reimbursement ( 8/09)
- Serve on the Executive review committee
- At the end of your term, prepare the bank form certifying the new Treasurer; complete financial business, then turn over the books to the new treasurer.

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## Meetings

- Should attend all general membership meetings
- Should attend all BOT meetings

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## Reports

In addition to the reports listed in the General Procedures Section:

- Send a copy of monthly bank statement to the President.
- Submit the proposed budget for review and acceptance to the BOT

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## Correspondence and Files

In addition to the correspondence listed in the General Procedures Section:

- All financial records should be maintained for a minimum of seven (7) years
- Non-financial records may be destroyed after seven (7) years.
- Transfer all financial records and information at the completion of the term
  - Maintain a file of all CE attendees (sign in sheets). This verifies attendance for the MSBDE
  - Maintain files of all extra CE Certificates in the event an attendee loses a certificate and needs a replacement. Mail lost CE certificates to attendees if needed.