Treasurer's Responsibilities and Guidelines

The Treasurer must be able/willing to use email, MSword/Excel or whatever would be considered the common software at the time and maintain financial records on computer.

FINANCIAL RECORDS

- Receive and disburse all funds for the Society. (Note: The approval of the Chairman of the Consolidated Funds Committee is required to transfer funds from the Consolidated Funds.)

- Maintain accurate, timely and auditable records of expenditures, receipts and cash balances in the General Fund which will be presented to the Board as requested. Review account statements received from financial institutions in a timely manner and resolves problems promptly.

- Communicate promptly to the Consolidated Funds Committee the receipt of funds for Life Memberships, Legacy Memberships, and donations to any funds within the scope of responsibility of the Consolidated Funds Committee. Transfers all such funds semi-annually from the General Fund Account to the Consolidated Funds accounts.

- Submit written summary reports to the Board at each Board Meeting in such detail as is necessary to meet Board expectation at the time. Prepare records to facilitate the annual audits of the financial records of the General Fund.

DUES

- Solicit annual dues from WRSSAR members each fall and maintain accurate and timely records regarding the receipt of dues. Prepare a payment to the OHSSAR to accompany the annual renewal report submitted by the Registrar to the OHSSAR/NSSAR. Communicate with the Chairman of the Consolidated Funds committee in December to arrange for the transfer of all local, state and national dues for the up-coming year – out of the Consolidated Funds Account – to cover WRSSAR Life Membership dues.

- Provide timely information to the President, the Board, the Secretary, the Registrar and other appropriate parties regarding the status of dues receipts and WRSSAR General Fund finances.

BUDGET

- In Consultation with the Finance Committee, prepare and present the next fiscal year's proposed budget to the Board of the WRSSAR for their consideration and approval by November 15th.

- Submit to the Board (for approval) any proposed expenditure for which no provisions were made in the Approved Budget.

- Present to the Board, within a reasonable amount of time, an Estimated/Actual Budget Reconciliation for the previous year.

- Observe the Board Motion from 2014 which requires the Treasurer to present a budget to the Board in which 100% of the proposed "operating expenses" can be covered with your estimated income from the up-coming dues collection: membership renewals and new applications.

ADMINISTRATIVE/ LEGAL and OTHER IMPORTANT FUNCTIONS

- Serve as the Chairman of the Finance Committee at the pleasure of the President.

- Prepare the procedures for receiving/making payments for membership events & dues collection.

- Every five years, submit to the Secretary of State the necessary documents and payments to insure that the Society maintains its corporate standing (File the Continuing Existence form verifying the name and contact information for our Statutory Agent). Inform the Board when the payment and filing has been made. Maintain our Record Copy.

- File or arrange for the filing of IRS Form 990 & Ohio Charitable Tax Filing (paying the appropriate Ohio fees) each spring based upon a Calendar Year/Fiscal Year cycle. Notify the Board when these reports have been filed.

- Maintain accurate records in case of audit. Maintain written procedures for key activities. The procedures should be in sufficient detail to facilitate the assumption of the responsibilities by a new individual. The procedures should also address appropriate levels of financial control and compliance with applicable laws. Arrange for the annual renewal of a Surety Bond in an amount approved by the Board. (Bond covering theft/loss of funds from Treasurer/Secretary). Maintain record copies of that bond.

- Maintain records of and pay the fees related to WRSSAR Liability Insurance & Directors and Officers Insurance.

- Maintain a list of all passwords for all websites and government filings.

- Each fall, the Treasurer must submit online the WRSSAR's filing of the State of Ohio Unclaimed Funds Report.

- Submit payment each July to NSSAR Magazine to pay for "While You Are Traveling" blurb at the back of the NSSAR Magazine.