

Treasurer

The NACDEP Treasurer position is a one-year term that begins at the Annual Meeting. The Treasurer participates in Executive and Board meetings as a voting member and is responsible for ensuring that accurate and sufficient monthly and annual financial reports are presented. Furthermore, the Treasurer authorizes all expenditures, insuring that expenditures are appropriate and within budget.

Key Documents

The Treasurer in conjunction with Management Firm maintains and oversees the production of the following documents:

- Annual Financial Report
- Annual Budget
- Annual Spot Audit
- Monthly financial reports
- Monthly bank statements
- Monthly credit card statements
- Periodic travel reimbursements documentation
- Routine expense documentation
- Other expense documentation
- Periodic formal, CPA audit

Relationship to the Finance Committee

- Board liaison to committee
- Assist committee as needed as it conducts its annual informal audit
- Work with committee to build an annual budget proposal
 - Revenue projections
 - Expenditure projections

Management Firm Supports Provided

- Posting all transactions in Quickbooks and sharing Quickbooks access with Treasurer
- Submitting all payments to Treasurer for approval before payment is made
- Depositing all funds received
- Submitting monthly financial reports for review
- Submitting monthly credit card statements to Treasurer
- Timely answering all financial questions posed by the Treasurer
- Timely changing financial reports (if needed)
- Work with Treasurer to secure accountant for IRS filing and periodic CPA audit. (H&S Companies, CPA's & Business Consultants of Fremont, Michigan have served us well for several years.)

Schedule

Monthly

- Receive, review, and edit/confirm monthly financial reports from Management Firm
 - Balance Sheet
 - Income Statement
 - Bank Account Reconciliations
- Download bank statements to help review #1
- Log-in to the NACDEP Quickbooks as needed to help review #1

- Monitor PayPal Account
- Transfer funds between checking and money market account as needed to insure ample checking balance to pay obligations yet maximizing funds earning interest
- Post and share the completed monthly financial reports one week before each Board meeting
- Review credit card statements – Management Firm, President, President-Elect
- Receive payment requests, review them, and authorize payment (if appropriate) through and by the Management Firm

Annual Conference

- Transition to new treasurer if applicable. Upon taking office, have signatory forms processed and signed by President/Treasurer.
- Sign Conflict of Interest Form
- Prepare annual financial report for prior calendar year and share with Executive Committee

Throughout the Year

- Participate in monthly online board meetings with exception of the Board Meeting at the Board Retreat that will be face to face.
- Present monthly financial report.
- Participate as a voting member September – Board Retreat
- Participate as a voting member
- Ask Board members (and committee chairs) to submit budgets for coming year – include in committee playbooks

September: Document Review & Purge

- Annually within 90 days of the end of each calendar year, NACDEP records will be reviewed and appropriate records purged – when action is completed it will be reported to the Executive Committee by Management Firm. The Treasurer provides oversight of all financial documents. Check retention policy – we've been keeping documents

October/November – Budget Preparation

- Work with Finance Committee, Board Members, Management Firm, and Committee Chairs to receive requests and prepare a budget proposal for the December Board Meeting.

March/April – IRS Filings

- Work with Management Firm to insure that Form 990, Return of Organization Exempt from Income Tax is timely filed with the U.S. Dept. of the Treasury.

Annually – Internal Audit

- Work with the Finance Committee to conduct the annual “spot audit” Every third year – CPA

Every Third Year – Full Audit

- Work with Management Firm to initiate and get a complete, formal audit. Policies and Procedures call for a formal audit every third year, beginning in 2013.

Other Expectations

It is expected that the Treasurer will know the organization's financial policies, maintain an accurate and detailed account of all NACDEP funds, submit a monthly written report (such as emailed Excel file) at all regular meetings of the Association and of the Executive Committee and have financial records available in order to answer any questions promptly. The Treasurer will work with the Finance Committee in preparing an annual budget to be reviewed and adopted by the Executive Committee no later than January 1 of each year.

When relinquishing the office, the NACDEP Treasurer will ensure that all dues have been collected and forwarded to the NACDEP office. He or she will have all books prepared for the annual internal review or audit and submit or assist in the preparation of required tax forms, both state and federal, if required. In the transition, the sitting Treasurer will arrange for the transfer of all records, reports, and files (paper

and electronic) to the new Treasurer. He or she will obtain signature cards from the bank so that the new Treasurer and other officers authorized to sign checks can transfer the accounts in a timely manner.

The incoming Treasurer will verify that the books have been or are in the process of being audited or reviewed before accepting them, and obtain and review the retiring treasurer's complete files and records. (See Section J.2. Financial Reviews and Audits). He or she will notify the Executive Committee of any records that are not available and review any recommendations of the Finance Committee and from the previous audit within 60 days.

Relevant Sections of Policies and Procedures

The Treasurer should also be familiar with the following sections of the policies and procedures:

SECTION D - Current Standing and Special Committees

2. Finance Committee

SECTION J – Fiscal Management

1. Budget
2. Financial Reviews and Audits
3. Use of Funds
4. Travel Reimbursement:
5. Securing Funds
6. Contracts
7. Financial Updates
8. Financial Records Retention
9. Credit Card Policy
10. IRS Regulations