

Treasurer Position Description

According to Chapter Constitution

“The Treasurer shall

7.1. Be custodian of the Chapter funds, receive all money of this Chapter, keep accurate records of receipts and expenditures, and pay out funds for routine expenses and other expenditures as authorized by the Chapter Board.

7.2. Be the chairperson of the Budget Committee.

7.3. Submit a monthly statement of current finances at each monthly Board Meeting.

7.4. Submit the Membership Registration Form with payment of annual dues to Ikebana International Headquarters prior to July 1.

7.5. Notify Members whose dues are in arrear

7.6. At the close of the business year, submit books for audit by a qualified person approved by the Chapter Board.

1. The Budget Committee shall be responsible for preparation of an annual budget for the Chapter. “

Overview:

The treasurer has the fiduciary responsibility for the financial assets of the Chapter. As such, the treasurer will receive income, pay debts and maintain records that account for all transactions. In addition, the treasurer will assist the Chapter’s Board of Directors in developing the annual budget and monthly, advise the Board of how well the budget is being adhered to. The treasurer will also assist in tracking attendance and expenses for events with paid attendance.

Banking:

1. Electronically¹ record all deposits, including for each check the name of the payer² and the category³ against which the payment is made. Make copies of each check deposited and of the corresponding deposit slips. When receiving cash, always count the received cash with a second party.
2. Electronically record all payments, including the category, and requiring an invoice for each, and indicating the check number on each invoice for purposes of auditing.

3. Monthly, download and print the monthly bank statement, reconcile electronic records. Maintain a paper trail of all transactions in parallel with the electronic records.

Membership:

Cooperate with the Membership Chair⁴, Corresponding Secretary and Yearbook editor by recording payment information of membership dues of several types: Maintain a spreadsheet based on the prior year's membership and issue periodic reports to track those members who have not yet paid their dues, and record those who have withdrawn their membership or passed away. Coordinate with the 1st Vice President in preparing the dues payment to Ikebana International.

Exhibition:

Consolidate and count with second party, all cash and checks collected during the exhibition and prepare the appropriate deposit, allocating the moneys to the proper category.

Reporting:

Produce a monthly report showing a comparison of income and expenses with the budget, year-to-date, the bank balances and monthly cash flow.

E) Budgeting: At the annual board planning meeting, provide recommended budget adjustments based on the prior year's financial activity. Receive additional recommendations from board members, and produce, through several iterations following the meeting, a final budget for Board approval.

Events:

When events⁶ requiring paid attendance occur, maintain a spread sheet of attendance and payments while collecting the income. If the event incurs expenses, track those and make the appropriate payments. Periodically update the event organizer(s) of the status of the reservations.

¹ Use Electronic programs such as Quicken or Quickbooks, and a spread sheet such as Excel.

² The name of each payer is recorded on the deposit slip, and in the memo portion of the check entry line.

³ Each budget line item is reflected in a category. There may be sub-categories, such as type of membership under the category, Membership, or event description under the Fund-raising category.

⁴ The membership chair will forward member information and dues checks for depositing.

⁵ The chapter has checking and savings accounts in the Regions Bank. The checking account statements are monthly, the saving account statements are quarterly.

⁶. Typically a program or fund-raising event.