

## **TREASURER**

### **I. STATEMENT:**

The treasurer is in charge of the collection and disbursement of all the monies of the Women's State Legislative Council as directed by the Executive Board. She is an elected officer and is a member of the Executive Board, the Membership Committee and the Credentials Committee.

### **II. DUTIES:**

- A. to be familiar with the WSLC Bylaws, General Membership Standing Rules and the Executive Board Standing Rules.**
- B. To attend all meetings of the Council, the Executive Board Membership Committee and Credentials Committee.
- C. To receive all dues, fees and other monies of the organization and to deposit this money in checking and savings accounts.
- D. To maintain a record of paid organizations and the number of members for each organization.
- E. To prepare a master paid membership list and updated membership list with the assistance of the membership and credentials committee.
- F. To pay all bills of the organization as approved by the Executive Board.
- G. To maintain a record book of all financial transactions and to make regular financial reports to the Executive Board and annual reports to the Council.
- H. To prepare a biennial budget with the president.
- I. To serve on the Membership and Credentials Committee.
- J. To deliver the file of materials relating to this office including the checkbook, the accounts books, bank statements and returned checks, stamp and stamp pad, and a job description to the policy chair by the end of the biennium. (By May 31<sup>st</sup>)
- K. To contact the IRS with newly elected executive officers.
- L. Prepare and file tax return covering the period June 1 to May 31 by November 15th.
- M. File the Utah State Corporation Renewal.
- N. Keep record of keys for P. O. Box 3253, Salt Lake City, Utah 84110.

### **III. PROCEDURES:**

- A. Prepare with the president a biennial budget to be approved by the Executive Board at the October meeting and to be presented at the October General Membership meeting of the first year of the biennium.
- B. Co-ordinate with the president-elect:
  - 1. Receive all forms, dues, fees and other monies of the organization, and deposit all monies in the depository designated by the Board of Directors.
  - 2. Prepare an alphabetical membership list including name, address, e-mail, organization position, phone number and amount of dues paid.
  - 3. To prepare a membership list with the attendance committee.
  - 4. Prepare ID cards in cooperation with appointed members of the Membership and Credentials Committee.

- C. To make all distribution by check, countersigned by the president or president-elect.
- D. Report a weekly/monthly financial statement, orally and written, to the Board of Directors and annually to the General Membership as requested by the president.
- E. Be available before all meetings for guest ID distribution and membership changes. Shall be assisted by Membership and Credentials Committee appointed members.
- F. Maintain a complete record book of incoming and outgoing monies and all paid and unpaid dues of members. Submit the record book annually and or periodically as requested for audit to the Auditing Committee.
- G. Prepare tax return (990EZ Return of Organization Exempt from Income Tax) and file by each November.

**IV. TIMETABLE:**

- A. Summary of the first year of the biennium:
  - 1. Arrange with bank of Executive Board preference the change of signature cards.
  - 2. Prepare with the president the annual budget and meet with the Membership and Credentials Committee.
  - 3. Update the Executive Committee records with the IRS in June in conjunction with the previous treasurer.
- B. October: Report the prepared budget to the Executive Board for approval and then report to the Council.
- C. November: Prepare and file tax return annually.
- D. February: File the Utah State Corporation Renewal Tax.
- E. Request Audit Committee to begin preparation for audit.
- F. Monthly Present financial reports to the Executive Board or as requested.
- G. Annually or as requested: Submit to an audit by the Auditing Committee. File audit Report with the treasurer's report.

**V. BIENNIAL REPORT:**

File a written report of the work of the Treasurer at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and remaining (3) copies to be distributed to the President, Recording Secretary and Historian.

**FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the president, President-elect, the first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted: August 2013  
 Adopted March 19, 2014