



The Association for  
Accountants and  
Financial Professionals  
in Business

## **Treasurer**

Responsibilities include:

- Prepare annual financial budget
  - Work with President to prepare annual budget based on previous years and present it to the Board for approval
  - Make adjustments during annual planning and keep notes for future years
- Prepare monthly Treasurers report
  - Update software with activity during the month
  - Forward report to President before each Board meeting
  - Provide copies to approve at Board meeting
- Minneapolis Chapter sponsored events
  - Work with Secretary to forward PayPal payments by RSVP deadline (verify if any additional payments were made before meeting)
  - Registration table
    - Work with Secretary to record attendance and collect payment
    - Work with Secretary to compile final attendance list
- IMA Global
  - Prepares the Annual Report of chapter receipt and disbursements
    - Forward confirmation to Secretary
  - Complete Form 990, Return of Organization Exempt from Income Tax
    - Forward confirmation to Secretary
  - Read communication from IMA and Community Support Representative
  - Attend monthly volunteer teleconference meetings
- Cash Flow
  - Document deposits and withdrawals of Chapter funds
  - Verify supporting documentation is accurate and within budget before writing check
  - Verify PayPal access is granted to appropriate and current Board members
  - Work with Secretary to verify the correct amount was forwarded by IMA Global for competition
  - Research investment opportunities for excess funds
- Establish Audit Committee to verify financial activity annually
- Present Audit Committee results to Board of Directors
- Verify check signers are current Board members and signature authorization forms at the bank are up to date

- Perform monthly PayPal and bank reconciliation and resolve variances
- As part of the Board of Directors
  - Attend Board and Chapter meetings
  - Participate in membership growth
  - Suggest ideas to improve the chapter
  - Reply to feedback communicated via the chapter website