

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for the TREASURER

Qualifications

The Treasurer shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

Basic Functions

The Treasurer is an Officer of the Chapter, a voting member of the Board and shall attend each Board meeting and as many Chapter functions as possible. The Treasurer shall be responsible for all financial information during his/her term of office.

Specific Functions

1. Shall maintain the books for the Chapter;
2. Produce monthly financial statements;
3. Reconcile Chapter bank accounts;
4. Screen all disbursements of the Chapter for propriety;
5. Shall file all required federal and state tax returns, maintain a copy of all such filings, and provide a copy of all such filings to the Secretary for inclusion in the minutes.

Reporting

1. Present a monthly financial report at each Board meeting.
2. Provide monthly financial reports to the Board members. The Secretary shall arrange to have these reports updated on the website under the financial section.

Budgets

1. Prepare an annual budget of revenues, expenses and net profit or loss. This budget should include all activities anticipated to occur during the course of the year.
2. Review the actual experience against the budget on a monthly basis.

Cash Disbursements

1. Maintain the Chapter's checking account. Invoices approved by authorized persons should be sent to the Treasurer for payment in a timely manner.
2. Retain a copy of the invoices noting the check number, amount and date of payment as back-up information to support the disbursements.

Check Signer

1. Obtain banking resolutions which authorize Officer positions as signatories. Authorized signatories shall include the President, Vice President, Past President and Treasurer. Two signatures are required for all checks.
2. Update signature cards annually or as changes in Chapter leadership occur.

Annual Report

Prepare the annual report from the Secretary of State.

Income Tax Return

Prepare or be responsible for the preparation of the annual income tax Form 990, if appropriate.

Miscellaneous

1. Work with the President to make all books and records available to the President's audit committee for its perusal.

Records/Information to retain and provide successor:

1. Financial statements.
2. Budget.
3. Bank statements.
4. Bank reconciliations.
5. Invoices / Receipts.
6. Bank deposit slips.
7. Check register.
8. Income tax returns.
9. Annual report.
10. Insurance policies / certificates