



TREASURER of the organization shall:

- A. Be an active member of the Board of Directors.
- B. Collect all dues and assessments from all members of the Association and maintain an accurate record thereof.
- C. Report to Membership Director of any new member that have become fully paid.
- D. Pay all expenses and be authorized to sign checks of the Association provided that any payment exceeding \$100 shall have been first duly authorized by the Board of Directors if not within the budget. Support all payments with either invoices or receipts and Board approval if not in the budget.
- E. Collect all mail and checks from the Post Office box at least twice a month. May need to check more often during the membership drive.
- F. Make payments to vendors and reimburse Board Members for personal expenses incurred on behalf of ALTA. Make a copy all checks used for payment of invoices, board expenses, etc.
- G. Receive and deposit all checks and cash for the monthly luncheon, seminars, membership dues, and donations into ALTA's bank account. Make a copy of all checks for records.
- H. Post all transactions into Wild Apricot so that all members are reflected in "good standing" with no outstanding invoices.
- I. Maintain monthly files for bank statements, check stubs, invoices and receipts, deposit slips, cash receipts and financial reports for the annual examination of records.
- J. Request money from PayPal for luncheons, seminars, and memberships to be transferred to ALTA's account.
- K. Obtain bank statement(s) online and reconcile all monthly bank statements.
- L. Post all collections and disbursements in QuickBooks Pro.
- M. Field questions from Board Members about invoice payment status, inquiry as to available funds or prior expenditures, etc.
- N. Field questions from members regarding payment status for dues, luncheons, seminars, etc.

- O. Prepare annual financial statements correctly reflecting the financial condition of the Association, or at any time when directed by the President; Annual financials are recorded through QuickBooks Pro.
- P. Prepare financials for annual tax return.
- Q. Ensure Texas Franchise Tax Report (5013C – Letter of Abatement) is reviewed/filed promptly on an annual basis.
- R. Obtain a copy of IRS Exemption Determination Letter for Tax Exempt Status every four years and supply copy to the Texas State Comptroller's Office.
- S. Prepare monthly Treasurer's Report to be presented at Board meeting – listing:
 - 1. Deposits that have cleared and posted the month before the current meeting;
 - 2. Bank and savings balances;
 - 3. Outstanding checks and invoices:
 - a. Send billing statements via email and/or certified mail to unpaid luncheon/ seminar attendees within two (2) weeks after the event;
 - b. Coordinate outstanding payment list with Corresponding Secretary prior to sending billing statements;
 - c. If the bill is not paid within ten days after receipt of the bill, send name(s) to Ethics Director to send a final letter to the unpaid attendee.
 - 4. Status of Treasurer activities on behalf of the Board;
 - 5. Trial balances and bank reconciliations from QuickBooks Pro.
- T. At the end of current Treasurer's tenure, update InCorp account #167180 with new contact name (new Treasurer), phone and email.
- U. Attend monthly luncheon meetings and monthly Board meetings.
- V. As a member of the Board of Directors, the Treasurer has a standing reservation for each luncheon. If not canceled, the Director will be billed for the luncheon.