

## **Proposed Guidelines for Treasurer**

### **Purpose:**

To ensure thorough, accurate and consistent record keeping of the financial records of the Lancaster County Association for Human Resource Management.

### **Procedures:**

1. Take receipt of dues payments for renewals and new members who join the association throughout the year. Verify correct amount of receipt. Log all receipts on the transaction records for that month including check number, name on the check and amount. Follow up any that are miscalculated to correct.
2. Pay all documented expenses as they occur from receipts submitted.
  - a. Treasurer has single signature authority for checks in amounts up to and including \$500. Checks over \$500 require the President's additional signature.
  - b. As a rule, no reimbursement should be made without a receipt or request as described above. If reimbursement of more than \$25.00 is to be made payable to an individual without any type of receipt, the request should be approved by the President of the association in addition to the Treasurer. Requests of \$25.00 or less without a receipt may be approved by the Treasurer and reimbursed to the individual upon written request by the individual
3. Supervise the Association's administrator as s/he receives reservations and receipts for monthly meetings and other programs planned by the Association. Verify that the amount of the check is correct for the number of members and/or guests attending. Follow-up to correct any miscalculations. Log all receipts on the transaction records for that month as described in step 1 above.
4. Prepare all receipts for deposit in the checking account by stamping each check "for deposit only" and printing a register tape of each check to include with the deposit slip at the bank.
5. Log all expenses, interest and receipts in the checkbook register including a description for each expense incurred.
6. Verify monthly bank statement to the transaction records and record interest earned on the transaction record for the month and the checkbook register. Initial and date the bank statement after review, if accurate. Follow-up if errors or questions on the statement.
7. Prepare monthly Treasurer's report for the board to be distributed at the monthly board meetings. Include any other assets of the association separate from the checking account such as C.D.'s or money market accounts.
8. Prepare monthly budget update for the board reporting actual revenue and expenses fiscal year-to-date versus budgeted revenue and expenses for the year.
9. Serve as chair of the Investment Committee, providing investment performance reports to the Board of Directors at least quarterly.

These guidelines are intended to serve as procedures for the Treasurer when handling financial responsibilities of the association, and are in addition to the responsibilities described on the position description for the Treasurer dated 2008.