

Treasurer/Finance Chair

General Function The treasurer is custodian of the chapter's funds and is responsible for keeping accounts and dispersing funds in accordance with the board's direction and chapter policy.

Duties: Collect all chapter funds and deposit them in a bank account so as to maximize return on deposit and maintain their security and accessibility.

Prepare an annual budget with the advice and approval of the board.

Produce an annual financial report for the board laying out assets and liabilities, as well as cash taken in during the year and disbursements made.

Produce monthly or **quarterly financial reports and** maintain accurate books that are available for board scrutiny at monthly meetings.

Disburse chapter funds as directed by the board, either through approval of a specific expenditure or through approval of criteria for expenditures.

Provide leadership and ideas fund raising initiated by the board and chapter for chapter programs.

Apply for and maintain the tax exempt status of the chapter unless this responsibility is specifically designated to another board member.

Report to Audubon annually using the financial portion of the Chapter Recertification Form.

Work closely with the membership chair to help maintain an accurate accounting of the dues share receipts.

If the chapter has a substantial budget, arrange for an annual audit of the accounts, and submit tulle audit report to the board.

Finance Committee

The treasurer may chair the finance committee which, in larger chapters, is responsible for preparing an annual budget for the chapter based on board guidelines and suggestions.

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Assists the treasurer in preparation of annual reports.

* Assists the treasurer in the annual audit.

* Reviews the system of accounts to be sure it is meeting the needs of the chapter.

Acts as a ways and means committee, suggesting fundraising activities, managing special funds, etc.