



Chapter Treasurer Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare and present a draft budget for approval.
- Reference and adhere to the deadlines and procedures listed in the current Finance Guide found in the Resource Library on the International website.
- Participate in trainings offered by International, the region and the state, province or nation (S/P/N).
- Serve as the custodian of all chapter funds and manage the finances and budget.
 - Notify the bank of the signature change on accounts upon assuming office. Two authorized signers must be on bank accounts.
 - Present treasurer's report at chapter meetings.
 - Account for the money received, spent and invested by the chapter.
 - Make required payments and report on time.
 - Administer the operating accounts of the chapter, keeping itemized records of all receipts and expenditures following the record retention policy.
 - Distribute funds as directed by the president and/or the executive board.
 - Manage the bank account(s).
 - Collect dues and process as directed.
 - Present financial reports for review.
 - Submit required annual financial reports to International Headquarters.
 - File Internal Revenue Service (IRS) forms for chapters in the United States of America by the deadline.
 - Turn over all chapter financial records to the successor immediately at the end of term.
 - Contribute to the preparation of fiscal year-end reports upon change of officers.
 - Apply for a raffle permit. See Treasurer's Corner on California website for instructions and forms
- Perform other duties as described from International Headquarters, the chapter bylaws and/or policies and procedures and/or as requested by the chapter president.

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