

TREASURER

The responsibilities of the Treasurer are as follows:

- The Treasurer shall be responsible and have charge and custody of all funds, securities, and contracts of the Corporation; receive and give receipts for money due and payable to the Corporation; deposit all such monies in the name of the Corporation as approved by the Board of Directors; prepare financial reports and an annual report as of the end of each year; and such other duties as may be assigned by the President or Board of Directors.
- Inform WTS International of any changes in the name and address of who will receive monthly dues checks
- Develop a regular routine for depositing funds and sending any reports. WTS International will electronically transfer funds for the portion of dues collected from members of the chapter each month around the 15th of each month for the previous month
- Develops a regular routine for collection of mail at the USPS site where the post office box is located. Distributes mail to Board members in a timely manner
- Send checks collected for Scholarship to WTSF promptly for deposit. Make photocopies of the deposited checks to make sure the paper trail is accurate, and the chapter can account for the funds
- Recommends changes in accounts (e.g., transferring funds to or from savings, money market or certificate of deposit accounts, and opening and closing of accounts)
- Prepares a year-end Treasurer's report for inclusion in the Chapter's Annual report, showing revenues and expenditures for the calendar year, as compared to the budgeted amounts for that year, and the Chapter's net worth at the end of the year
- Files reports due to the state/local agencies. Ensure any state reports and IRS Form 1099 for independent contractors are completed if applicable
- Ensure companies and individuals hired to perform work are evaluated for performance, hired through a competitive bidding process and ensure that no conflicts of interest exist
- Files an IRS Form 8822b Change of Responsible Party form when a new Chapter President is installed, in cooperation with the Chapter President
- Development and recommend a chapter investment policy for adoption by chapter Board of Directors. Manage the investment portfolio
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