



Treasurer serves as the financial officer of the Chapter.

Specific responsibilities include:

- Account for all receipts and disbursements of the Chapter in a timely manner and in accordance with accepted accounting practices.
- Serve as a member or chair of the Chapter Budget Committee.
- When required, provide documentation of our 501(c)3 status using the IRA information.
- Ensure the Chapter bond and suitable protective insurance is in place.
- Complete new signature cards for each bank account upon completion of installation.
- Confirm that all checks have the required two signatures and are approved by the Chapter Board.
- Reconcile each bank account and prepare monthly financial reports for the Chapter Board.
- Submit the required annual financial reports and review/audit report to the Corporate Office.
- Follow the Monthly and Annual calendar for submission of reports.

The Chapter must maintain two separate bank accounts, one for the general funds of the Chapter and one for the Business/Career/Development Program (B/C/DP) account using the [IRS Guidelines for Charitable Contributions](#). There cannot be any co-mingling of operating and B/C/DP funds.