



TREASURER

Summary

The Treasurer works closely with the management company to monitor and to supervise receiving and recording of all income of the Association and issuing checks for and recording all authorized expenditures. The Treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, prepares end-of-year fiscal reports, and prepares budget proposals for the coming year. The Treasurer advises the Board on all financial matters and monitors all accounts. The Treasurer supervises and monitors provision of all current Association financial records for review to the Association's auditor each year. The outgoing Treasurer will review this job description and recommend changes to the Board.

The CRLA Treasurer is elected for a three-year term of office beginning with the On-To Brunch at the next Annual Conference immediately following their election. The Treasurer is a voting member of the Board of Directors.

Minimum Qualifications

1. The Treasurer must have been a member of CRLA for five years and have previous experience working with some organizational or departmental fund management, or as a bookkeeper or Treasurer.
2. Preferred explicit experience would include online banking, working with bookkeeping software, and providing budget projections.

Specific Responsibilities

1. Transitions with the previous treasurer
 - a. The outgoing Treasurer should update the Treasurer's Portfolio and send it to the incoming Treasurer prior to the Association's annual conference. For further clarification, the outgoing Treasurer should meet with the incoming Treasurer for at least half a day at the Fall Board meeting so that s/he can explain the Treasurer's job in some detail. The outgoing Treasurer orients the new Treasurer to the CRLA Treasurer Procedures by Task and General Information manual, including how checks are approved and disbursed, ledger entries, the Annual Report and what they mean, the records on deposits, savings, accounts/investments, the tax records, and the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the CRLA Treasurer interacts with (1) members of the Board, (2) other CRLA leaders and (3) the auditor.
 - b. The outgoing Treasurer should attend all sessions of the two Board meetings (fall and spring), and the incoming Treasurer should attend all meetings of the Board after election. (The fall meeting occurs at the annual conference.)
 - c. The incoming Treasurer participates as non-voting member in conference call and face- to-face Board meetings until the installation of new officers at the On-To Brunch at the upcoming Annual Conference following the election. The outgoing Treasurer continues to participate as a voting member until January 1 following the election.

- d. The Treasurer and two Presidents should sign signature cards for all checking accounts, savings accounts and investments. This means signature cards will need to be corrected at least every two years. When new accounts are opened or a new Treasurer takes office, the signatures of the Treasurer, current President and the incoming President should be on all accounts.
- e. The outgoing Treasurer will serve as consultant to the Board for a period of one year. S/he, who is still responsible for preparing and presenting the end-of-year report and the proposed budget, will attend the post-Conference Board meeting after the new Treasurer is inducted.

2. Manages accounts

- a. The Treasurer should keep separate Operational, Conference, and Summer Institute accounts.
- b. The Treasurer will make note of the due date on any Certificate of Deposit and immediately roll the money over or put it into another investment (if the situation warrants a change), so that the Association does not lose any potential interest.
- c. The Treasurer will supervise management of the Management Company's charges for Fed Ex, UPS and other special accounts by updating the Treasurers bank card data online and reconcile any bills. The Fed Ex and UPS accounts will be used to send items to the CRLA conference, state and region conferences and other conferences associated with CLADEA as needed.

3. Pays bills

- a. Routine bills from contracted services, such as printing and publications, may be authorized for payment by the Treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the President prior to payment.
- b. All other requests for payment must be accompanied by a current, signed CRLA Expense Report form and related invoices or receipts. All such requests must be made within 45 days after the expense is incurred and no later than November 30 unless other previous agreements have been made by the Treasurer.
- c. All potential spending that would result in a budget overrun that exceeds either \$500 or 20% of that portion of the budget, whichever is less, require prior Board approval. Such approval, if granted, will order appropriate changes to the CRLA budget to accommodate the additional expense.
- b. When a payment is processed, the Treasurer shall supervise maintaining a record of the check number, budget category, and date of payment (that the Management Company records on the Treasurer's Monthly Report). The information should also be noted in a ledger. All paid bills and receipts should then be prepared for mailing to the auditor when appropriate. Copies of the bills can be filed either by date or by budget category. Refer to audit and tax return information provided by auditor.
- c. The Treasurer's electronic signature is sufficient to approve an expense supported by a signed reimbursement form from an officer or committee chair, provided the budget for that account will not be exceeded by more than \$500 or 20%. Thus, there will be two authorizations for payment. If not paid by check, bills may be processed via the bank online payment procedure. For authorization of expenses incurred by the

- Treasurer, the Treasurer shall send an e-mail to the President with details of the expenses listed on the reimbursement request form for the President's approval prior to issuing of the associated check.
- d. Payments to the management company will be made by the Treasurer with checks that can be signed by the Treasurer or one of the two Presidents or by approving via email the Monthly Management Expense Report. A separate account will be established at a national bank for this purpose.
4. Manages reports and correspondence
- a. The Treasurer will supervise reconciliation of the bank accounts every month; post a copy of the Treasurer's report before every regularly scheduled Board meeting; send a photocopy of the bank statement and reconciliation form to any Board member upon request; and post the Excel copy of the detailed budget to Board Docs for the Board to review.
 - b. The auditor is responsible for filing a Federal Income Tax Return every year as required by the IRS and will use the materials received from the Treasurer and management company to file the return. Our organization has tax-exemption status under Section 501(c)(6) of the IRS Code. Our IRS employer identification number is 95-3177-158. A copy of the tax return should be sent to the President, Secretary, and Treasurer.
 - c. The Treasurer will attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the auditor, and businesses to whom the Association pays bills. The Treasurer should keep on file copies of all such letters.
 - d. The operating and conference budgets for CRLA are set each year at the December Board meeting. The Treasurer will make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated. Specific pages of the final approved budget must also be sent to all committee chairs so they are aware of what their budgets are for the coming year for their specific committees.
 - e. The Treasurer will prepare a complete and accurate report for the Board twice a year – once for the spring on-site Board meeting (the Mid-Year Report) and once for the pre-conference Board meeting (the Annual Report).
 - f. The Treasurer will make sure that Board Members or Committee Members handling checks/money are bonded.
 - g. The Treasurer will compare the revenue generated by annual dues and CRLA activities against Association expenditures and make recommendations to the Board concerning possible changes in dues.
 - h. The Treasurer will retain correspondence and office-related information for three years, sending copies regularly to the Archivist. Items four years and older go to the Archivist.
 - i. The Treasurer will supervise renewal of CRLA's non-profit status with the State of New Mexico by the November 15 deadline. The Treasurer will ensure that the completed form contains the names and addresses of all five officers and includes the required signatures.

- j. At the request of the Board, the Treasurer will provide a financial analysis that includes future cost projections based on historicals to assist the Board in making fiscal decisions that will sustain and strengthen CRLA as a financially sound organization.
5. Pays conference costs
- a. The Treasurer will work closely with the management company associate director and accounting department to make sure accurate records of all conference income and expenditures are kept.
 - b. The Treasurer will supervise receipt of all conference payments by check and credit card, and reconciliation of check and credit card accounts as part of the annual report. Although the management company has responsibility for registration, the Treasurer retains responsibility for all conference accounts. Under supervision of the Treasurer, the management company conference staff is responsible for responding to registrants' questions and concerns and for making needed changes to the database in relation to payments.
 - c. The Treasurer responds to requests for conference refunds in accordance with current policies and procedures of the CRLA Board. The Treasurer and management company personnel responsible for conference registration will work together to identify pre-registered registrants to receive refund checks.
 - d. Under supervision of the Treasurer the management company associate director will review any fiscal activity regularly and provide a complete reconciliation to the Treasurer and President after all conference activity is ceased. This reconciliation/report includes detail of receipts and expenditures.
 - e. In consultation with the Treasurer, the conference chair submits a brief written report of the previous year conference activity at the annual business meeting at the fall conference.
 - f. Under supervision of the Treasurer the management company associate director will work with the accounting department to review any fiscal activity regularly and provide a complete reconciliation to the Treasurer and President after all conference activity is ceased. This reconciliation/report includes detail of receipts and expenditures.
 - g. In consultation with the Treasurer, the conference chair submits a brief written report of the previous year conference activity at the annual business meeting at the fall conference.
6. Maintains records
- a. The Treasurer will supervise the keeping of accurate records by the accounting department of the management company with a bookkeeping system approved by the Board. All transactions should be listed in a ledger for each separate budget category and for the Association as a whole or entered on a computer program specifically designed for the Association's needs.
 - b. The Treasurer will supervise and monitor balancing the checkbooks after every entry deposit or withdrawal and should check the bank statements every month to make sure the balances in the checkbooks agree with the bank statements.

7. Determines fiscal policy
 - a. The Treasurer must at all times be both fiscally responsible and fiscally conservative with the Association's funds. S/he should encourage all other members of the Board in this direction. Proposals to the Board that include significant financial implications for CRLA must be reviewed by the Treasurer prior to voting.
 - b. The CRLA fiscal year runs from January 1 to December 31. All CRLA member requests for payment of bills must be submitted to the Treasurer prior to November 30 for payment from that year's budgeted funds.
 - c. An auditor will be employed by the Association to conduct the yearly audit and file all necessary tax forms. The Treasurer will work closely with the accounting department of the management company to provide all information and materials needed for a successful audit.

General Responsibilities of all CRLA Board members

1. Sends fiscal year end reports to the CRLA Board and the CRLA auditor (Treasurer).
2. Maintains current membership in CRLA throughout term of office.
3. Attends all CRLA Board Meetings:
 - a. Annual conference meetings before and after the conference;
 - b. On-site Conference meeting in the spring;
 - c. Monthly online meetings;
 - d. Any other assigned meetings such as a retreat
4. Attends all CRLA Conferences which includes special conference events and the annual business meeting.
5. Provides input into agendas, policies, procedures, discussions, appointments, and reports
6. Submits an annual Goals and Activity Report by September 30th of each year.
7. Submits an annual report for the previous fiscal year during the Business Meeting at the Annual Conference.
8. Submits a projected budget by the end of December, after the December Board meeting, each year.
9. Attends assigned conferences or meetings as approved by the CRLA Board.
10. Submits copies of appropriate correspondence or reports to the archives (as determined by official CRLA policy).
11. Signs a conflict of interest statement according to Article 5, Section 3 of the CRLA Bylaws and to be filed with the Secretary of CRLA.
12. Revises any suggested changes to job description during term and update job description at end of term. Provide to CRLA Secretary.
13. Conducts other specific duties assigned by the Board.

Reimbursement for Conference and Board Meeting Expenses

- All reasonable transportation, hotel, meal expenses, and conference registration will be covered for the annual conference. This includes incoming Board members.
- Membership fees are the responsibility of each Board member and are not reimbursed by CRLA unless they are a lifetime member.

- All reasonable transportation, hotel, and meal expenses will be covered for travel on CRLA business such as attendance at state conferences, or sister organizations meetings.

Position Onboarding Requirements

Incoming Treasurer Responsibilities

- Participates in conference calls during the months after election/appointment and prior to the annual conference, as schedule allows, to become familiar with topics facing the board and protocol for meetings.
- Becomes familiar with CRLA website and other relevant information concerning the Association.
- Attends the face-to-face Board meetings held the three days prior to the Annual Conference at the conference site—as requested by the CRLA President.
- Communicates with the current Treasurer concerning transfer of duties, including materials, reports, files, and procedures.
- Works with the outgoing Treasurer to ensure a smooth transfer of leadership; this should include monthly or regular phone/Zoom calls to discuss key job responsibilities and procedures.

Outgoing Treasurer Responsibilities

- Once the incoming Certifications Director has been appointed, schedule regular or monthly meetings to discuss key job responsibilities and procedures and ensure a smooth transfer of leadership.
- Share and explain all relevant files, documents, etc. with the incoming Treasurer in advance of their taking office.
 - Provide the CRLA Policies and Procedures Manual to the incoming Treasurer and identify the areas that relate to the Treasurer's role.

Accepting this position allows CRLA to publish name, work email, work address, and work telephone number.

(Revised April 2007; December 2008; April 2009; October 2010; September 2011; November 2013; November 2014; November 2016; October 2019)