

TREASURER

I. Selection and Qualifications

- A. The Treasurer is a Member, Associate Member, or Retired Member of the Special Libraries Association, elected in years alternating with the Secretary.
- B. The Treasurer serves a two-year term.

II. Functions and Responsibilities

- A. Is a member of the Executive Board and the Finance Committee.
- B. Is completely familiar with the Chapter fiscal policies and procedures as outlined in the General Procedures section of this manual.
- C. Has custody of Chapter funds.
 - 1. The Treasurer or the President or the President-Elect must sign for all withdrawals from the Chapter bank accounts. Executive Board approval is required for all nonrecurring expenditures.
 - 2. A Quicken data file register system has been established to allow identification of all Chapter monies. The Treasurer shall record all income and expenditures promptly.
 - 3. The Treasurer shall have a financial report available at each Board meeting.
 - 4. The Treasurer shall furnish financial statements as required by the Executive Board, the President, and the Chapter Cabinet Officers upon request.
- D. Is a licensee of the California State Board of Equalization to collect sales tax and may have to file an annual sales tax return.
- E. Serves as mentor to committees as assigned by the President.

III. Policy and Procedures

- A. Unit Treasurer information, developed to help unit Treasurers fulfill the responsibilities of the position, can be found on SLA's website (see URL, below). Topics covered include: frequently asked questions, general information, important due dates, Treasurers Online Training Center, Quicken resources, Unit Treasurer Policy & Procedure Manual, IRS regulations concerning charitable contributions, Pooled Fund information, program budgeting, staff contacts, and SLA Unit reporting policy and credit information.
<http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/index.cfm>
- B. The Unit Treasurer Policy & Procedure Manual can be found on SLA's website at:
<http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/trespolman.cfm>.

- C. Maintains a single checking account and/or a single savings account at a local financial institution. New signature authorization cards must be filed at the beginning of each Chapter year. Both the checking and the savings accounts are listed as, Special Libraries Association, San Francisco Bay Region Chapter. If instructed by the Executive Board, also maintains a separate high interest bearing account at a local financial institution or SLA Headquarters Pooled Fund. If interest from this account is not automatically added to the principal, interest must be withdrawn at the end of the stated period and placed in the regular savings account. The high interest account is also listed as, Special Libraries Association, San Francisco Bay Region Chapter.

- D. Obtains two deposit stamps from the bank for stamping checks for deposit. One is used by the Treasurer, and the second by the Hospitality Chair. Checks should be stamped as *soon as received* to limit negotiability.
 - 1. Normally, for Chapter meal functions, the Hospitality Chair receives the bill from the restaurant and, after any discrepancies are resolved, the approved bill is forwarded to the Treasurer for payment with a check request form. If payment is required at the time of the dinner, the Treasurer must be notified by the Hospitality Chair in advance so that a check can be prepared.
 - 2. Immediately after Chapter meetings, the Hospitality Chair sends to the Treasurer all checks and money collected, along with a cover letter detailing what is attached.
 - 3. No cancellations or refunds are to be made after the reservation deadline unless the restaurant bills only for the number of meals actually served.
 - 4. Within two weeks of any chapter event, the committee in charge of the event must submit to the Treasurer all checks and money collected, along with a cover letter detailing what is attached.

- E. Checks bank statements promptly.

- F. Deposits Chapter monies promptly.

- G. Receives, usually about mid-March, a yearly allotment check from the Association. The allotment is an amount based on the number of Chapter members on the preceding December 31. Royalty checks for Chapter publications may also be received from the Association.

- H. Makes disbursements only upon receipt of a check request accompanied with an invoice and pays Chapter bills promptly. Requests for payment must be made within 7 days of receipt of and accurate check request form and bill.

- I. Applies for a Seller's Permit if the Chapter plans to sell any taxable items (such as T-shirts) during the year. The permit is not transferable from one treasurer to another. The name, home address, home phone number, driver's license number, and social security number of the President, Vice President, Secretary, and Treasurer are requested on the form. An elected officer must apply in person to the Business Tax Section of the Board of Equalization with the above information. In January each year, the Treasurer must complete the Sales Tax forms and send them, with any tax owed, to the Board of Equalization.

IV. Records and Reports

- A. Maintains a Quicken data file register for each bank account. Each account register is classified to present a history of the transactions under each category.
- B. Prepares an annual financial statement as soon after December 31 as possible. The Chapter fiscal year runs from January 1 to December 31. Headquarters sends detailed instructions and forms for preparing the statement, and mandates the use of Quicken software. The statement is sent promptly to the Chapter President, the Chapter Finance Committee Chair, and the Chapter Archivist. Two copies are sent to the Assistant Executive Director, Finance and Administration, at SLA Headquarters, along with the statement of auditing, by January 31. Copies are distributed at the Executive Board meeting following December 31.
- C. Prepares an unaudited mid-year financial statement. The statement is sent promptly to the Chapter President, the Chapter Finance Committee Chair, and the Chapter Archivist. Two copies are sent to the Assistant Executive Director, Finance and Administration, at SLA Headquarters, by June 30. Headquarters sends detailed instructions and forms for preparing the statement, and mandates the use of Quicken software.
- D. For the turnover meeting in June, prepares a financial statement that covers the period July 1-June 30. Also prior to that meeting, the Treasurer should have provided the Advertising Chair a breakdown of *Bayline* costs to be reviewed in determining advertising rates. These figures will also be needed by the *Bayline* Editor to prepare a budget for the new Chapter year.
- E. When a Chapter project has been completed and all receipts and invoices have been settled, forwards a financial statement on the project to the Chapter President and the project chair if requested.
- F. Destroys cancelled checks at the end of a six-year period plus the current year. The Treasurer's correspondence is to be passed on to the Archivist. The Records Retention Schedule can be found in Section IX of the Unit Treasurer Policy & Procedure Manual.
- G. A list of required reports is described in section X of the Unit Treasurer Policy & Procedure Manual.