



## **Southeast District Treasurer/Finance Committee Guidelines**

The chair of the finance committee is also the District Treasurer. The treasurer is responsible for all financial records for the District. Duties include:

- Collecting yearly dues from members before September 15 and forwarding appropriate amount to the State Treasurer by September 30
- Presenting financial reports as needed to membership
- Keep abreast of investment possibilities and present to membership
- Have financial records audited by District Director before presenting records to the next treasurer

The finance committee is responsible for drawing up the Chapter budget for the upcoming year and presenting this budget to the general membership at the October (or fall) meeting for approval. The committee will have access to previous records to use as a guide, and should work with the Benevolence Committee and Membership Committee to estimate any upcoming retirements and/or gifts needed to be included.

## **Routine Tasks for Treasurer**

- Prepare timely deposits/disbursements. Maintain associated spreadsheets. Attach check copy to invoices; attach deposit slip copy to dues form, etc. **Note:** reimbursements should have NCCEAPA District President approval.
- Balance statements against ledger book and maintain current activity records for checking, shares, and money market accounts (have separate ledger sheets for Checking, Money Market, and Savings/Share Accounts). Attach deposit documentation and check copy/information to bank statements in which activity cleared the account.
- Transfer funds between the money market and checking accounts as needed to maximize interest-earning opportunities for funds. Keep the President and Finance Committee informed.
- Prepare Budget with help of Finance Committee

## **Time Line for Treasurer**

- **October 1** (Or at NCCEAPA State Conference) Receive records from former treasurer. Take letter from outgoing Treasurer to bank to initiate addition of new president and treasurer to signature cards and removal of former Treasurer and President. Receive TERSSA dues and membership forms from outgoing District treasurer.
- **November** Prepare new proposed budget for upcoming year. Consult with Benevolence Committee to anticipate any upcoming retirement/birth/wedding gifts needed to be included. Submit to Finance Committee for suggestions, recommendations, and finalization.
- **December 1** Send out final reminders for TERSSA membership dues.
- **January** Prepare financial reports and budget for NCCEAPA District Executive & Board of Directors' meetings (usually in February). Email copy to District President prior to meeting date for review and attachment to Agenda.
- **February** Make hard copies/scan and save all TERSSA forms to flash drive.

- **March 1** Mail TERSSA membership forms and payment to TERSSA treasurer.
- **April** Update financial report and email along with budget to District President to attach to agenda for Spring meeting. Prepare check for 4-H Scholarship recipient to present at Spring meeting (mail if no one from receiving county is present at meeting.)
- **July 1-10** Confer with Campus Admin and membership committee and check County website's staff pages to make sure all current and prospective members emails are available. Email membership/dues forms to current and prospective District members to be filled out and returned back to the District treasurer. This should provide members enough time to submit requests to County Finance Departments and ensure payments are received by District Treasurer by September 15<sup>th</sup> in order to get State membership paid prior to October 1<sup>st</sup>. Treasurer to send out group and individual District membership forms to their current and prospective members to collect dues for district, state, and TERSSA. Send out via email:
  - Group Forms – for counties to fill out and submit to finance department for checks to be issued. These will cover district, state, and TERSSA dues for all joining members. Please copy and email filled out copy to District Treasurer.
  - Individual Membership Forms - to be filled out and returned to district treasurer by individual members. NOT TO BE SENT TO FINANCE DEPARTMENT
  - TERSSA forms - to be filled out and returned to district treasurer by individual members. NOT TO BE SENT TO FINANCE DEPARTMENT.
- **August** Prepare checks for Professional Development Scholarship recipient and District Administrative Professional of the Year recipient once notified by appropriate committees in order to present them at the Fall District meeting. If recipients are not present at meeting, mail checks.
- **September 16** Compile membership report in new Tab of Membership Spreadsheet on flash drive. Fill out required membership information in Southeast District Folder on Google Docs for State Treasurer. Mail required paperwork along with dues for State membership to State Treasurer in order for them to be received no later than September 30<sup>th</sup>.
- **September 16-30** Finalize disbursements/receipts, balance ledger, prepare outgoing financial report. Have records audited by someone with accounting experience (suggest getting President's approval of auditor). Update letter to State Employees Credit Union for signature card replacements. Make hard copies of all membership forms; scan and add all membership forms and financial records to flash drive. Share Google Docs folder from State Treasurer with incoming Treasurer. Schedule time for a call/Zoom with incoming Treasurer to go over duties and responsibilities/give instructions.