

# Duties of the Chapter Treasurer

- **Receive and pay out all moneys belonging to the organization (as approved by the president)**
- **Keep an accurate account of all receipts and expenditures**
- **Keep a file of receipts, bills, cancelled checks and bank statements**
- **Present a report at each regular meeting**
- **File required tax reports.**
- **Submit for financial review the accounts of the organization**
- **Serve as an ex officio member, without vote if under remunerative contract for her services, on the executive board**
- **Serve, ex officio, in the process of budget development and supervision of finances.**
- **Follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance Committee**

## ALSO

- **Study instructions in the most recent *Constitution, Standing Rules, Guidelines for Chapter Treasurers* and any other materials sent from International Headquarters or the State Organization Treasurer**
- **Have available the supplies necessary**
- **Collect dues and fees of active and reserve members**
- **Report on Form 18 payment of each member and send to state treasurer immediately**
- **Make sure that all members are listed on the Form 18**
- **Collect proper payments from initiates and send to state treasurer immediately**
- **Use Initiate Cards and Reinstatement cards and send immediately**
- **Deposit all chapter money in an insured account**
- **Pay by check the bills approved by the chapter president as authorized in the budget or through chapter actions**
- **Make an annual report on Form 15 to the state organization treasurer**
- **Prepare annually if necessary, prior to November 15, a Form 990 report for IRS (US chapters only)**