

## TREASURER JOB DESCRIPTION - June 16, 2016

The Treasurer, as an officer of the Society, maintains custody of all monies and securities of the Society. The Treasurer shall keep regular books of account and will disclose the worth of the Society when directed by the President.

The Treasurer shall conduct the general business of the Society through the dispersal of funds as stated in the approved budget for the fiscal year or as directed by Council. The Treasurer will submit an annual Statement of Accounts to be presented at the Annual General Meeting and shall render such other accountings as required. In addition, the Treasurer will prepare the annual budget for approval by Council. The Treasurer shall manage the necessary Life Member Reserves and make annual adjustments as necessary in order that these committed funds are reserved. Any tax or financial related reports required by State or Federal governments shall be prepared or cause to be prepared and timely filed.

Currently there are three accounts used by the Society.

Our main account is at Charles Schwab & Co. It includes certificates of deposit and cash. Checks can be written against the cash. Only one signature is required on checks. As of 6/7/2016 I, Richard MacLeod, and John Norman MacLeod are on the account.

The membership secretary maintains an account where dues are deposited and checks are written to cover expenses of her office. As of 6/7/2016 Anne L. MacLeod is the only individual on the account. Periodically funds are transferred from this account to the Schwab account.

An account is maintained at PayPal that is used to receive funds from online membership payments. Periodically funds are transferred from this account to the Schwab account.

### SPECIFIC DUTIES

- 1) Pay the expenses of the Society in a timely fashion.
- 2) Prepare an annual report.
- 3) Prepare a balance sheet and income & expense statement for year end as well as for the annual general meeting and the winter meeting in Alexandria.
- 4) Prepare an annual budget.
- 5) File or cause to be filed federal and New York State tax returns.
- 6) Issues donation receipts for income tax purposes and provides letters for individuals that have incurred expenses on behalf of the Society.
- 7) Invests the funds of the Society.
- 8) Maintain a Life Members Reserve.