

Treasurer

1. Responsible for all financial assets of the Branch; keeps an accurate set of books subject to audit or scrutiny by State and National.
2. Receives all monies for the branch and forwards to AAUW and State within the specified time.
3. Submits to AAUW National and State, all dues (collected by Membership Vice President) and applications completed by persons qualified for membership.
4. Updates and submits a financial report to be filed for review at each board meeting and general business meeting of the branch
5. Pays all bills when properly confirmed by a receipt from a person requesting reimbursement, or verified by the President of the Branch
6. Files necessary government tax forms online by deadlines. (prepared by National)
7. Serves as chair of the Finance Committee and prepares the annual budget. Committee consists of: incoming and outgoing Presidents, incoming and outgoing Program Vice Presidents, incoming and outgoing Membership Vice Presidents, two additional members appointed by current President
8. Convenes the Finance Committee in April to finalize annual budget
9. Presents the annual budget for approval at the May Board meeting
10. Presents the annual budget for Membership approval at May annual meeting
11. Prepares final end-of-year report and gives it to the President by June 1st.
12. Shares the end-of-the-year report and appropriate materials/records/guidelines with successor in June
13. Requests an internal audit of the financial records, preferably every year but no longer than every two years.

- The review is to be completed by a past Branch Treasurer, a past/current NYS Treasurer or past NYS President.
- The reviewer needs to spot check each month's transactions against the bank statements, confirm the appropriate signed forms and receipts supporting the payments, and check the beginning and ending balances for the fiscal year.
- The process for reimbursement should be reviewed and approved by the board. The signer in the checking account should be confirmed, and there should be at least two people, usually the Branch President and Treasurer, who can view or access the account.