



TREASURER

ABA Job Description

BASIC FUNCTION

Responsible for accurately handling all of the financial transactions of the ABA and preparing all required reports and correspondence.

TREASURERS QUALIFICATIONS

1. Possess accounting ability and experience
2. Be willing to study and become familiar with the current method of accounting used for the ABA books
3. Have sufficient time to keep all required transactions and correspondence current
4. Have a good basic background in ABA bylaws, policies and procedures
5. Be familiar with the use of email, the internet and spreadsheets.

CURRENT PROCEDURES

ABA thanks you for taking on this important and busy job!

A. GUIDELINES

1. Files are currently maintained in Quicken "Home and Business" edition.
2. All documentation supporting financial records is to be scanned into the related transaction in Quicken. Mark each item in the upper right corner with an "S" to indicate it's been scanned.
3. Make and file a separate copy of any documentation of a permanent nature, because the annual records will be shredded after the Audit at Convention.
4. The historical records, the updated Quicken file, and all new scanned document files must be backed-up on a regular basis.
5. There is one Convention checking account (maintained by the annual Convention Treasurer; see "I. CONVENTION ACCOUNTING"), and one general checking account from which all other payments are made. In addition, there is one securities account used for the purchase of FDIC insured Certificates of Deposit.
6. The general checking account accounts separately (but with the funds still in the general account) for donations made to and payments made from the Collins Memorial *Bell Tower* "Fund" (CMBTF). It is not a separate, restricted account.
7. Each account has specific limits – imposed by the institution - on monthly transactions (deposits, withdrawals, cash, checks, etc.), and any interest received is based on certain minimum balances being maintained or the specific terms of a Certificate of Deposit.
8. There is a PayPal account with a user ID and password. Deposits are made online into this internet account by members paying their dues, postage and donations. A report is to be printed each month, and the account reconciled, with entries made to reflect the fees that PayPal charges. The treasurer periodically transfers funds from PayPal to the general checking account.
9. There is a Stripe account with one user ID and password for two subaccounts. Deposits are made online into each of the subaccounts in one of two ways by members paying their (a) dues, postage, and donations [into AMBELL], or (b) convention-related expenses [into Convention Payments]. A report is to be printed each month, and the account reconciled, with entries made to reflect the fees that Stripe charges. Stripe automatically transfers the funds after their fees to



Treasurer

(revised April 2023)

the respective general or Convention checking account. Their transfers are within two or three days.

10. As a member of the Executive Board, anytime you receive a letter from the ABA President or other board members that needs a reply or vote, send your original reply to the President and a copy to each board member.
11. All receipts, deposit slips, payments and documentation are to be kept in chronological order with the most recent on top, and brought to Convention for audit.

B. RECEIPTS

1. Post to the individual account. Notify the relevant officer, chairman, or individual of any information they should know.
2. After processing, scan all documentation for receipts. Bank statements (after being scanned into a Quicken entry for the last day of the month for each account) are placed on top of that month's activity.

C. DEPOSITS AND ENDORSEMENTS

1. Checking Account
 - a. Use the pre-numbered stamp to endorse all checks going into the checking account.
 - b. Use a deposit slip (with a duplicate or photocopy) or scan and file the ATM deposit slip with images of the check(s).
 - c. Post the deposit to the correct account/accounts and specific income category.
 - d. Each month the Membership Chairman makes a deposit for the prior month's receipts. Allocate the funds to the prior month for the specific categories shown in the Membership Chair's emailed report. The Membership Chair notifies the appropriate people for donations to Friends of ABA, CMBTF.
 - e. Scan & file documentation as above.
2. Certificates of Deposit, if any
 - a. The investment advisor will notify when CDs are about to mature.
 - b. After reviewing upcoming cash needs, inform the advisor whether to purchase a new CD and for what period of time, or request that the dollar amount needed be placed in the general checking account.

D. WITHDRAWALS

1. **Writing Checks**
 - a. Create the check in the general checking account, and print it from Quicken.
 - b. Post to relevant account and income or expense category, scan and file documentation.
2. **Paying Bills** All bills are paid only with the president's authorization with the following exceptions.
 - a. **BUDGETED ACCOUNTS** for Officers and Committee Chairs as long as they stay within their budget. If they go over their budget, they must wait until the Executive Board approves the overage amount.
 - b. **BELL TOWER ACCOUNT** as authorized by the Chair of the *Bell Tower* Committee.
 - c. **AUCTION SELLERS** as authorized by the Auctioneer. Postage for the checks to the sellers and any postage for the mailing of the auction checks to the bank should be posted as Auction expenses.
 - d. **INSURANCE PREMIUMS**. If premiums exceed budgeted amounts, communicate the amount and cause to the Executive Board before paying.



Treasurer

(revised April 2023)

- e. Keep an itemized record of all expenses incurred for the operation of this office (postage, stationary, phone calls, copies, etc.). After approval of the President, write a check to reimburse the Treasurer for these expenses.

E. TRANSFERS

1. Transfers between the general and Convention checking accounts can be made through Quicken's Online Center, on the bank's internet web site, by telephone, or at a local branch.
2. The securities account can make ACH transfers to the general checking account.

F. REPORTING REQUIREMENTS

1. Quarterly (June 30, Sept 30, Dec 31, and March 31)
 - a. Pro rate insurance premiums and allocate unearned premiums to pre-paid expenses.
 - b. Prepare (1) a Donations Received-Income and Expense Statement, (2) the Statement of Assets Liabilities, and Fund Balances, (3) a condensed detailed Actual to Budget statement, and (4) the (Excel spreadsheet) Donations and Income/Expense report by activity – all with appropriate explanations for the quarter's activities.
 - c. E-mail copies of these items to each Executive Board member and the Tax Consultant.
2. Fiscal Year End Report – due at the end of April. Email copies to each Executive Board member, the Assistant Treasurer and the Tax Consultant.
3. E-mail the annual report and condensed financials to the *Bell Tower* Editor for publication in the July/August edition.
4. When the books are closed (late April), ask the Tax Consultant to prepare the tax return and bring it to Convention for signature after the Audit is completed.

G. ROUTINE PAYMENTS

1. **Monthly**
 - a. Pay the internet web site invoice by the end of the first week of each month.
2. **Bi-Monthly** – August, October, December, February, April, June
 - a. Ensure a week or two before The *Bell Tower* Editor and the printer are to be paid that there is enough money in the checking account to cover these checks. Transfer funds as needed.
 - b. During the last week, for the upcoming *Bell Tower* issue, pay The *Bell Tower* Editor and printer after receiving the approval and printer's invoice from the *Bell Tower* Committee Chair, taking the discount offered.

H. MONTH BY MONTH INSTRUCTIONS

Monthly (tasks to be completed each month)

- When money comes in, post all receipts/withdrawals to the appropriate accounts. Make deposits. Make a duplicate (or photocopy) of all deposit and withdrawal slips if not making an ATM deposit that will show the check images. When banking by mail, allow 8-10 days to get receipts back from the bank.
- Membership Coordinator e-mails dues, *Bell Tower* postage and donation deposit reports to the Treasurer. Check to see that posting is correct, verify the amount, allocate the funds to the relevant categories.



Treasurer

(revised April 2023)

- Check to see if any CDs are coming due and make the necessary decision as to roll over or withdraw some or all of the money.
- Reconcile checking account bank statement (except for the 3/31 statement; see April procedures). Note: The Collins Memorial *Bell Tower* "Fund" shows as a separate account in Quicken. To reconcile, add together the balances in the general and the CMBTF accounts. If that total matches the bank's, cancel "reconcile" in Quicken, and change the status of each entry involved to "reconciled".
- Scan all statements into Quicken & file for audit at convention.

1. July

- A. At Convention, sign Tax Form 990 received from the Tax Consultant who will mail the return. File the copy received.
- B. Pay the annual liability insurance (due July 11) and bond (due July 22) premiums.
- C. Deposit auction proceeds and pay auction sellers (and sales tax, if needed).
- D. Send an email to all chair and committee persons explaining expenses, records to keep, etc. and their individual budget allotment.
- E. Update signatories for bank and securities accounts.
- F. Cancel prior debit cards that are no longer to be used, and acquire a new one if the Treasurer is new.

2. August

- A. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.

3. September

- A. 30th, follow quarterly reporting instructions in F2 above.

4. October

- A. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.
- B. No later than 120 days after the close of the Convention, the Convention Treasurer will forward the Convention's financial records to the ABA Treasurer for audit.

5. November

- A. Convention audit
 - a. The ABA Treasurer will audit the Convention's records within 45 days of receipt.
 - b. The ABA Treasurer will send copies of the report to the President, Convention Coordinator, Convention Treasurer, Convention Committee Chair. Set aside copies to take to Convention for use as needed, and to give to the members of the Audit Committee.

6. December

- A. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.
- B. 31st, follow quarterly reporting instructions in F2 above.



Treasurer

(revised April 2023)

- C. Order IRS Forms 1099-NEC and 1096 from the IRS for the *Bell Tower* Editor's fee.

7. January

- A. Fill out IRS Forms 1099-NEC and 1096 (January 31 filing deadline) for the *Bell Tower* Editor's fee for the previous calendar year.
- B. Send Editor's copies to him/her and the IRS copies to the appropriate IRS Office.
- C. Send copies to the ABA Tax Consultant.

8. February

- A. About February 15th, e-mail a reminder to all officers and committee chairmen that their expense reports (including in-kind donations) and receipts need to be sent to the Treasurer by March 31st.
- B. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.
- C. Notify the Convention Treasurer that the fees for the President and *Bell Tower* Editor will be paid in April. Notify these individuals to mail in their registration forms before the discount deadline.

9. March

- A. Post all interest to the proper accounts and interest categories.
- B. Send checks to all Officers and Committee Chairs that need to have expenses reimbursed and ask them to cash the checks before the end of the month. Any expenses submitted that are above the budgeted amount must be approved by the Executive Board. E-mail the Board for approval, so the amounts can be included in the current fiscal year. Write those checks (dated no later than 3/31) after approval.
- C. Pay all bills as early in the month as possible.
- D. 31st, follow quarterly reporting instructions in F2 above.

10. April

- A. Ask all Officers and Committee Chairs for their budget estimates for the coming year.
- B. Pay the Convention registration fee for the *Bell Tower* Editor and President.
- C. Record the Membership Chair's April deposit as March 31 income.
- D. Verify with the appropriate person the year-end balances for Friends of ABA, CMBTF and Membership.
- E. Add any new names to the Friends of ABA "Major Donors" list; update the handout; send it to the Convention Chair for including in Convention registration packets. The cost of printing is an ABA expense.
- F. Do NOT reconcile the March 31 bank statements until after all closing procedures have been completed, verified, and final reports printed.
- G. Close the fiscal year books on April 25.
- H. Ask the Tax Consultant to prepare the tax return and bring it (and a copy) to Convention for signature after the Audit is completed.
- I. Record Pre-Paid items (remaining bond premium and liability premium) as a credit on 3/31 for the amounts remaining for these items. Do NOT treat as pre-paid the *Bell Tower* Editor's fee or the printer's fee for the April portion of the March/April issue. These are March expenses.
- J. Handle outstanding checks as if cleared, and do NOT handle them as Cash In Transit.
- K. Print draft reports and review them carefully. Make adjustments as needed.



Treasurer

(revised April 2023)

- L. Create the Treasurer's Report and create the condensed Donations Received-Income/Expense Statement and Statement of Assets, Liabilities and Fund Balances. E-mail them to the *Bell Tower* Editor for publication in the July/August issue.
- M. Print final versions of the following reports. Put them into the Treasurer's notebook, and e-mail copies of them to the Tax Consultant for preparation of the tax return and to the Executive Board.
 - a. Treasurer's Report with condensed Donations Received-Income/Expense Statement and Statement of Assets, Liabilities and Fund Balances.
 - b. Explanation of significant items.
 - c. Actual-to-Budget (full detail).
 - d. Detailed Income and Expenses by Activity (Excel spreadsheet)
- N. Additional reports can be created by exporting figures from Quicken (to text) and importing them into Excel for the spreadsheets (e.g. Historical File, Account Balances 2-Yr.).
- O. Print the Quicken Transactions report for the entire year, sorted by account and by date. Take these to Convention for the Audit Committee chairman, along with the financial reports.
- P. Make reversing entries (4/1 debit Pre-Paid expenses). Reconcile the 3/31 bank statements.
- Q. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.

11. May

- A. Early in the month, get the Membership Chair's 3/31 total membership (units, not people). Then get an estimate of the upcoming bond and liability insurance policy premiums.
- B. If the logo will be renewed in the following spring, contact the attorney and get an estimate of the cost and timetable.
- C. By the middle of May, send copies of the PROPOSED BUDGET to each member of the Budget Committee. (Note: the membership directory is produced every third year.) It is helpful to type an explanation to go along with the budget as to why and how the amounts on each item of the budget were determined. This should help the other committee members decide if the budget meets with their approval. Ask them to look over the budget and send their approval or disapproval by June 1st.

12. June

- A. About June 1st, with knowledge of who the incoming officers will be, contact the bank and investment advisor to complete whatever paperwork will be needed to add the appropriate signatories to the accounts. Have the ABA Secretary prepare a Corporate Resolution. Write a Letter of Authorization indicating signatories to be added and removed. Put all of these in the "For Convention" folder. Take them to the Convention for new officers to sign (President, Treasurer and Assistant Treasurer; and Secretary to attest), and the Letter of Authorization to be notarized. Ask the three signatories to bring to Convention (or send to you) a copy of their driver's license for submission with the forms.
- B. Make any changes, if necessary, to the proposed budget. Email it to the Secretary. Prepare enough copies to take to Convention for each member of the Executive Board and the Budget Committee.
- C. 30th, follow quarterly reporting instructions in F2 above.
- D. During the last week, after receiving authorization, pay the *Bell Tower* Editor and Printer for the upcoming *Bell Tower* issue.
- E. The June Quarterly reports need to be completed as close to the start of the Convention as possible as they are presented to the Executive Board. It is also needed for the audit performed



Treasurer

(revised April 2023)

at the Convention. Prepare all of the same financial reports and transactions report as for the fiscal year end, for the Board and for the Audit Committee.

I. CONVENTION ACCOUNTING

1. Each year's Convention Treasurer is responsible for the Convention checking account. The ABA Treasurer's sole responsibilities are to (a) pay advances as needed (hotel, bell deposit, etc.), (b) pay Convention registration for the President and *Bell Tower* Editor, and (c) audit the Convention Treasurer's books after convention as described above for November.
2. The task may be easier if the ABA Treasurer downloads activity for that account into Quicken simultaneously when downloading for the ABA general account. Then, numbers and names can be filled in from the Convention Treasurer's report and discrepancies as to allocation of expense, etc. will become apparent.
3. The Convention Treasurer does not have direct access to the Convention account online or the statements. The ABA Treasurer downloads and forwards a copy of the latter to the Convention Treasurer each month so s/he can reconcile the account.
4. Notification of any problems that arise with the bank (e.g. incorrect deposit total, bounced check, etc.) will be sent to the ABA Treasurer (not the Convention Treasurer). The ABA Treasurer relays such information to the Convention Treasurer.

J. TAKE TO CONVENTION

1. For the Audit at Convention:
 - a. Paper-tape calculator
 - b. A list of all accounts and documentation
 - c. All canceled checks, deposit slips, bank & securities statements
 - d. Chronological transactions list for each account
 - e. The quarterly reports that were provided to the Board from April 1st of the previous year through the present time
 - f. The Audit Committee Job Description
 - g. All files and books from April 1st of the previous year through the present time.
2. Blank checks, at least 4 deposit tickets
3. Receipt signed by President for blank checks.
4. Tax Return to be signed after the Audit if the Tax Consultant has provided it ahead of time.
5. For the Board meetings:
 - a. the year-end reports (Ka-d)
 - b. the budget
 - c. the Corporate Resolution and Letter of Authorization for all accounts
 - d. the quarterly report from April 1 of the current year.
6. **If a new Treasurer is taking office:**
 - a. Take all "old" treasury records (boxed) if you and the new Treasurer are driving. Otherwise, send these to the new Treasurer after Convention. Submit your postage expense bill to the new Treasurer for reimbursement. This should be charged to Treasurer's expenses.
 - b. Copy of the Quicken ABA file on a flash drive.
 - c. The deposit stamp, checks and deposit slips for the general checking account
 - d. Logins and passwords for all accounts (bank, securities, PayPal, Stripe, etc.)



Treasurer

(revised April 2023)

- e. Outgoing Treasurer's debit card & PIN
- f. After the Audit, provide the new Treasurer with
 - a. J1a above, and include debit card information for all that have one
 - b. J1d and J1f above from April 1 of the current year through Convention
- g. Fully updated Motion Book.

K. AT CONVENTION

General

1. Attend all meetings of the Corporation and the Executive Board.
2. Obtain unused blank checks from outgoing President & get signed receipt
3. Provide blank checks to incoming President & get signed receipt
4. Complete new signature cards, Letter of Authorization, notarized Corporate Resolution, and obtain copies of the driver's license for each signatory to the bank. (see June and July procedures)
5. Don't forget to enjoy the convention and have some fun!

Budget

1. At the first Executive Board meeting at Convention and following approval by the Board of the *Bell Tower* budget, present the proposed ABA budget to the Executive Board, incorporating any changes made during the Bell Tower budget discussion. Be prepared to answer questions. Once these have been addressed and any changes made, move (make a motion) that the budget be approved for presentation to the membership at the Business meeting. (No second of the motion is required.)
2. If there are any changes, pencil them in and take to the Budget Committee members for concurrence.
3. As Chair of the Budget Committee, hold a meeting (in person, by phone or by email) to finalize the proposed budget, including any changes suggested at the Executive Board meeting. If changes are approved, prepare a final version, and make sufficient copies to provide to every attendee at the Business Meeting.
4. Ask someone to hand out copies to people as they arrive for the Business Meeting.
5. Present the Board-approved budget and offer needed explanations. Entertain questions. The President will ask you for a motion to approve.
6. Before finishing, announce that all Officers and Committee Chairs will receive an email indicating their budget for the year and procedures for recordkeeping, receipts and reimbursements.

Audit

1. The Chair and members of the Audit Committee will be appointed at the 1st Executive Board meeting at Convention.
2. Help set up documents for the Audit Committee. Show the members what is available and how to find it. You may not need to be present for the actual audit but should be immediately available to answer any questions the committee has.
3. After the audit, shred (in the hotel's Business Center) all of the supporting documents (because everything previously was scanned into the computer file) EXCEPT: retain everything from April 1 of the current year (because that will be the start of the next fiscal year's records).



Treasurer

(revised April 2023)

4. After the Audit report is presented at the Business Meeting, meet with the Tax Consultant and sign the tax return. Obtain a copy for the files.

Auction Information

1. Prior to the final luncheon, the Auctioneer will provide documentation and financial instruments (cash and checks) supporting the auction.
2. Cash proceeds are given to the ABA Treasurer, who then gives them to the Convention Treasurer in exchange for a Convention account check payable to ABA. (The Convention Treasurer applies the cash to the hotel's payment.)
3. The ABA Treasurer receives
 - a. all auction proceeds, already endorsed on the back by the Auctioneer with the ABA deposit stamp
 - b. slips showing how much goes to each Seller,
 - c. envelopes addressed and stamped for each Seller,
 - d. the accounting of transactions,
 - e. sales tax collected (if any),
 - f. receipts for auction expenses
 - g. receipt of payment for foreign sellers (they are paid in cash by the Auctioneer).
4. Within two weeks send payment to sellers and reimburse the Auctioneer for expenses.
5. Pay the sales tax to the state (if any).

Convention Checklist:

- Paper-tape calculator
- Fiscal year reports 4/1-3/31
- 1st quarter report for the current year
- Proposed budget copies for Exec Board & Budget Committee
- Present budget to Exec. Board
- Conduct meeting of Budget Committee
- Copy final budget for distribution
- Distribute copies & present the year-end financial report to the membership
- Present budget at Business Meeting
- Obtain unused blank checks from outgoing President & get signed receipt
- Provide blank checks to incoming President & get signed receipt
- All historical paper and computer files for incoming Treasurer
- "Cash" bags for paper-tape calculator (for audit), auction proceeds/documents, miscellaneous checks/cash/receipts
- Blank checks for anything to be paid
- Address Labels to the *Bell Tower* Committee Chair for advertising chair
- Bank forms (signature cards, Corporate Resolution, Letter of Authorization)
- Sign tax return after audit



Treasurer

(revised April 2023)

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.