

Role Description	Chapter Treasurer
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Item #	Frequency	Responsibility
1	Ongoing	Ensure that the Chapter is in compliance with the latest version of the Better Investing Operations Manual: Chapter VII, Chapter Operations – Finance. Note that the Chapter has received approval from BetterInvesting for several exceptions to these general rules. These exceptions are described in supplemental documents submitted as part of rechartering.
2	Ongoing	Maintain accurate and complete chapter financial records in Quickbooks. Make a copy of the Quickbooks database available for review on a regular basis by the finance/audit committee.
3	Ongoing	<p>Make appropriate use of the chart of accounts provided by BetterInvesting, especially with regard to deferred income and expense accounts for items that are accrued and realized in different fiscal years. In general, it's best to use deferred income and expense accounts for any class event that will happen in a future month.</p> <ul style="list-style-type: none"> • Make appropriate journal entries to transfer deferred income and expense amounts to the correct income statement account(s) as classes/events occur. • Use chapter-defined sub-accounts to track in more detail than would be available from the basic chart of accounts alone.
4	Ongoing	<ul style="list-style-type: none"> • As the September 30th fiscal year end approaches, take special care to ensure that income and expense items are allocated to the correct fiscal year. • Encourage chapter directors to submit expense reports promptly so reimbursement can be issued before the end of the fiscal year. • When necessary, use the Prior year accounts provided in the chart of accounts to record income or expense items that can't be recorded in the correct fiscal year. • Double check that any amount remaining in deferred income or expense accounts as of September 30th properly belongs in the next fiscal year. • Use the Closing Date password feature in Quickbooks to prevent accidental change or entry of items in prior fiscal years. (In Quickbooks 2008, this feature is accessed via Edit, Preferences in the Accounting section on the Company Preferences tab, using the Set Date/Password button).
5	Monthly	Promptly reconcile bank and other financial accounts in Quickbooks with financial institution statements. Provide Quickbooks monthly reconciliation reports to another assigned Director for independent review.
6	Monthly	Prepare chapter financial reports, as directed by the chapter finance/audit committee. Make these reports readily available for review prior to monthly chapter board meetings. Answer any questions about chapter finances from chapter board members.
7	Monthly	Attend board meeting as a voting member.
8	Quarterly/ Annually	Prepare and deliver chapter financial reports and documentation, as directed by BetterInvesting. In general, this will happen quarterly and also once a year for rechartering.
9	As Needed	Coordinate with other chapter directors who make bank deposits to ensure that these are properly documented and recorded.
10	As Needed	Reconcile class income with rosters for classes held that month to verify that expected income was received.

11	As Needed	Issue invoices as appropriate to facilitate collection of chapter income (for example, to sponsors of the chapter Investor Education Conferences). Coordinate with BetterInvesting as needed to facilitate payment of invoices by credit card.
12	As Needed	Handle payment of all chapter expenses. Obtain payment approval from another appropriate chapter director before paying any invoices. Take appropriate steps to resolve any questions or concerns (such as excessive or out-of-the ordinary expenses). Compile appropriate supporting documentation for all chapter expenses and make it readily available to the Chapter finance/audit committee.
13	As Needed	Ensure on-time payment of contracted expenses that are not invoice. Facility rental at the Mercer Island Community Center and chapter Post Office Box rental are two examples of this. <ul style="list-style-type: none"> USPS PO Box rental can be managed and paid at: http://poboxes.usps.com
14	As Needed	Issue refunds to class or event attendees, as approved by another appropriate chapter director.
15	As Needed	Take appropriate steps to collect funds and recover expenses due to returned checks. Coordinate with class/event registrars so these aren't recorded as duplicate payments.
16	Annually	Request reimbursement from BetterInvesting for chapter newsletter postage. This is generally for the highest cost postage expense for newsletter mailing during each fiscal year.
17	As Needed	Coordinate with those who staff chapter classes and events to ensure that proper procedures are in place to record and report any financial transactions, to handle cash, and to make change. Classes taught by a single chapter director for a specific club may merit special attention.