Term of Office

The Treasurer is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is four years beginning on January 1 of the even year and ending four years later on December 31. The term limit is two consecutive terms in the same office.

Guidelines for Personnel Change

The following are guidelines for transferring the activities and equipment associated with the AMATYC Treasurer's position when a new treasurer takes office.

1. The budget in the first year should reflect travel expenses for the newly elected treasurer to attend an orientation at the AMATYC office.

General Duties

The office will assist the Treasurer with many aspects of the duties of the position, so it will be important for the Treasurer, Executive Director, and the Office staff to work closely together.

1. Review the Financial Policies section of the "AMATYC Policy and Procedures Manual" and write motions for the Executive Board to update the PPM as needed. Review each updated version of the PPM to ensure that changes to the Financial Policies section were made correctly. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the next version of the PPM.
2. Annually, the Executive Director, in consultation with the Treasurer, the Accounting Director and Legal Advisor, reviews the adequacy of the insurance policies and brings recommendations for any adjustments to the Board. A review of insurance coverage is included in the Treasurer’s report at the Spring Board Meeting.
3. Present an overview of AMATYC’s insurance coverage at the Strategic Planning Orientation, and briefly explain how the coverage impacts the Board.
4. Annually, the Treasurer, in collaboration with the Executive Director, Accounting Director, President, and Grants Coordinator, reviews and updates a new rate proposal for AMATYC’s negotiated indirect cost rate agreement with the appropriate federal agency.
5. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
6. Regularly notify AMATYC leadership on policy for reimbursement.
7. Chair the Tax Review and Audit Committee.
8. Chair the Finance Committee.
10. Serve on the Foundation Board.
Financial Duties

1. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
2. Coordinate with the office, the preparation and presentation of a written financial report at each regular business meeting and each Executive Board meeting; the Delegate Assembly Treasurer's report should include a summary of the previous fiscal year report.
3. Prepare an annual organizational budget and present it to the Executive Board at the spring Board meeting with final approval at the fall Board meeting.
4. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
5. Secure Board approval for expenditures for the six months prior to any Board meeting, for the periods March through September and October through February through a motion at the spring and fall Board meetings.
6. Prepare the annual conference budget to ensure a surplus each year for AMATYC.
7. Maintain AMATYC Investments in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investments Board, may reallocate AMATYC funds according to the guidelines stated in AMATYC investment policy. However, in order to withdraw funds from any of the AMATYC investment accounts, a written request signed by any two of the following officers is required: President, President-Elect, Treasurer, and Past President.
8. Review AMATYC's monthly investment statements for accuracy of record keeping.
9. Review the Cash Disbursement Journal monthly to check for accuracy.
10. Receive the bank statement and associated documents, and review the checking account monthly.
11. Review checking account records and determine if current services are meeting the needs of the organization. A recommendation to the Board should be made when a change is needed. It is recommended that at least $40,000 be maintained in this account. Since two signatures are required to withdraw money from AMATYC's investment accounts, the Treasurer must be sure to maintain enough money in a checking account to pay bills. The Treasurer may allow registration monies for the annual conference to accumulate in the checking account until the bills of the conference have been paid. Checks for more than $10,000 require two signatures of the following: The Treasurer's electronic signature and the hand written signature of one of the President, President-Elect, Past President.
12. Ensure that three financial reports are filed with governmental agencies. The first report is Form 1099 which must be filed with the IRS and provided to any individual to whom AMATYC has paid over $600 for services performed. This form must be filed by January 31. The second report is the IRS Form 990, which is to be filed by the 15th day of the 5th month after our accounting period ends. An extension of this filing may be required by the AMATYC auditor and, if
so, the auditor will file the extension with the IRS on behalf of AMATYC. Such extension is automatically granted by the IRS and does not impact the organization in any negative manner. Currently, the AMATYC fiscal year is a calendar year, running from January 1 to December 31. The third report is the form and filing fee to be filed with the New York State Department of Law Charities Bureau as soon as the IRS form 990 is completed. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of the IRS form 990, and currently a payment of $250.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a Charitable Organization sent to the State of Tennessee annually with a payment of $300.00.

13. All income for AMATYC and the AMATYC Foundation (which is a Committee of AMATYC) is sent to the AMATYC office, which is responsible for logging its receipt, making copies of all checks, retaining records of all other forms of receipt of funds such as debit or credit cards, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of the IRS form 990, and currently a payment of $250.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a Charitable Organization sent to the State of Tennessee annually with a payment of $300.00.

14. Prepare any grant related financial reports, with the assistance of the office staff.

15. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.

16. Chair the Tax Review and Audit Committee.

Reimbursement Procedure

1. The Treasurer receives all requests for reimbursement, except for routine bills that the Treasurer may pre-approve. These exceptions are referred to as office check disbursement forms, and are sent to the Treasurer for review after the check has been issued.

2. All requests should be accompanied by appropriate documentation and should be signed and dated. It is recommended that reimbursement request forms (available from the Treasurer, the AMATYC internal website, or the AMATYC office) accompany requests for reimbursement. However, should appropriate documentation (statements, bills, receipts, etc.) accompany the request and be approved in writing by the appropriate budget manager, the Treasurer, at his/her discretion, may authorize the check to prevent unnecessary delays in payment.

Reimbursement forms and appropriate documentation may be submitted to the Treasurer electronically (preferably) or by sending paper documents. It is frequently necessary for the Treasurer to change the account numbers that the person requesting reimbursement uses as others may not be familiar with neither the accounting system nor the account numbers which they manage.
The Treasure may also need to make adjustments to the reimbursement request. When this occurs, the Treasurer should notify the person submitting the request of the changes prior to submitting the documentation to the Accounting Director for payment.

3. When approval is granted for reimbursement requests (other than office check disbursement forms), the Treasurer will attach a copy of the reimbursement form, all receipts and reimbursement documentation, and the AMATYC Check Disbursement Form (with part I completed) in Smartsheet. The Treasurer keeps a copy of the documentation for the reimbursement for his or her records.

4. The Treasurer and Executive Director approve all requests for reimbursement, including routine bills that the Treasurer may pre-approve. Requests for reimbursement are sent to the Treasurer who verifies the amount and account numbers, completes a disbursement form and attaches electronic copies of the reimbursement request, disbursement form, and all receipts in the Smartsheet. The Accounting Director prepares and issues (mails) the reimbursement check which has been electronically signed with the Treasurer’s signature and posts a copy of the check in Smartsheet with the reimbursement documents. The Executive Director approves payment of these reimbursement requests after reviewing all documents, including the amount of the check. For routine bills/invoices that are received into the office, the Office Director prepares the check and attaches copies of the invoice, an office check disbursement form, and the printed check in Smartsheet and awaits approval of either the Treasurer or Executive Director before issuing (mailing) the check. The Treasurer or Executive Director who did not approve the payment prior to mailing also reviews and approves the payment within a reasonable period of time. Checks that are greater than $10,000 require the approval in Smartsheet of BOTH the Treasurer and Executive Director before they are issued. Additionally, checks greater than $10,000 require a hand-written signature of one of the President, President-elect, or Past President before issuing payment.

5. The office staff prepare the check and complete part II of the AMATYC Check Disbursement Form and attach it in Smartsheet for the Executive Director’s completion and approval.

6. The Executive Director completes part III of the disbursement form and attaches it in Smartsheet. The white copy of the check is used by the office for accounting purposes. The office mails the original of the check to the recipient.

7. The budget director, Treasurer, Executive Director, and Accounting Director ensure that all disbursements are within budget. Otherwise, approval by the Expenditures Approval Committee is required.

Yearly Timeline

January
• Coordinate the preparation of the final financial report for previous year’s conference before the Spring Board meeting.
• Prepare updated reimbursement form using current year IRS mileage rate and provide to office for posting on the internal website and send to appropriate AMATYC leaders.
• In odd years, use the Consumer Price Index - All Users to calculate dues increases. Include this information in the Spring Board agenda for Board consideration.
• Begin budgetary process for next year - January 15.

February
• In preparation for next year’s budget, consult all budget managers.
• Prepare an article for the AMATYC News announcing dues increase in even-numbered years if appropriate.

March
• Have the auditor prepare the IRS Form 990, in conjunction with the AMATYC Office (based on auditor’s availability, this may be delayed until May when an IRS extension is filed).
• Have the office prepare the NYS Form and include a copy of the IRS 990 with it.
• Continue to develop the budget proposal for next year.

April
• Submit next fiscal year proposed budget for Executive Board review at the Spring Board meeting.
• Submit a preliminary financial report for previous year at Spring Board meeting.

November or December
• Submit balanced budget proposal to Board for next year for adoption during fall Board meeting – October/November.
• After budget has been approved, send notices to all budget managers of their budgetary allotment. Also send a current reimbursement form.
• Submit final audited financial report for previous year at the Fall Board Meeting.

Conference Duties
1. Review all conference contract proposals and contracts and make suggestions to the Conference Coordinator.
2. Bring a copy of the hotel contract to the conference for reference.
3. Approve the design of the registration form for the annual conference.
4. Together with the Conference Coordinator, arrange the master account with the appropriate conference facilities (e.g. hotel, convention center) with signatory rights given to the President, Executive Director, Conference Coordinator, and Treasurer. All AMATYC leadership and guests entitled to single room reimbursement should be placed on the master hotel account for
room and tax only. Single room rate only will be placed on the master hotel account. If there is a difference in cost of a single and double room, guest is expected to pay the difference.

5. Together with the Conference Coordinator, verify that the proper number of complimentary rooms is credited to AMATYC’s account.
6. Review the Meeting Event Guide with the President, the Conference Coordinator, and the Executive Director during its creation.
7. Meet with the hotel personnel, President, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Events Guide.
8. Together with the Executive Director and the Conference Coordinator, meet with the hotel staff regarding payment of the bill at the beginning and conclusion of the conference.
9. Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.
10. In odd-numbered years, conduct a meeting with academic committee chairpersons, editors, and other budget managers to discuss financial policies.
11. Attend Delegate Assembly.
12. Give Treasurer’s report at the Delegate Assembly and the Closing/General Business Session.
13. Prepare a financial report on the conference for the spring Executive Board meeting.