

TREASURER

Term of Office

The term of office is four years, beginning January 1, 2016 and ending December 31, 2019. 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 for the year should reflect additional funds needed for the transition.
2. The budget in the year of the election of a new treasurer should reflect travel expenses for both treasurers to arrive at the conference one full day earlier than usual for training purposes. The budget in the year a new treasurer takes office 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. Update the Financial Policies section of the "AMATYC Policy and Procedures Manual" after each Board meeting by reviewing the addendum prepared by the Secretary. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the addendum.
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. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
5. Regularly notify AMATYC leadership on policy for reimbursement.
6. Perform all duties as outlined in the Policy and Procedures Manual.

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 operations and project spending for the future stability of AMATYC.
 7. Maintain AMATYC savings. The AMATYC Treasurer, under current AMATYC Policy, is free to move the AMATYC funds around within the accounts within the guidelines outlined in policy. However, in order to withdraw these funds, a written request signed by two of the following officers is required: President, President-Elect, Treasurer, and Past-President.
 8. Review investment statement monthly for accuracy of record keeping.
 9. Review the Cash Disbursement Journal monthly to check for accuracy.
 10. Receive the bank statement and cancelled checks, and review the checking account monthly.
 11. Review checking account records and determine if current services are meeting the needs of the organization. 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 need two signatures of the following: President, President-Elect, Past-President, Executive Director of Office Operations, or Treasurer.
 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 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. 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 our IRS form 990, and currently a check for \$100.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271.
 13. All income is sent to the office, which is responsible for logging its receipt, making copies of all checks, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A monthly case disbursement journal report is sent to the Treasurer. The Treasurer receives a copy of all financial statements and reconciles them to the income designation worksheet received from the office.
 14. Prepare any grant related financial reports, with the assistance of the office staff.

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. It is recommended that reimbursement request forms (available from the Treasurer, the AMATYC 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. Authorization for payment from an individual e-mail or FAX is acceptable. Copies of these authorizations should be attached to the other documentation. It is frequently necessary for the Treasurer to change the account numbers that the person requesting reimbursement uses as others are not familiar with neither the accounting system nor the account numbers which they manage.

3. When approval is granted for reimbursement requests (other than office check disbursement forms), the Treasurer will forward a copy of the reimbursement form and the AMATYC Check Disbursement Form (with part I completed) to the office. The Treasurer keeps the rest of the documentation for the reimbursement.
4. The office staff prepare the check, complete part II of the AMATYC Check Disbursement Form, and give the check and the disbursement form to the Executive Director.
5. The Executive Director signs the check and completes part III of the disbursement form. 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.
6. Ensure that all disbursements are within budget. Otherwise, approval by the Expenditures Approval Committee is required.

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.
5. Verify that the proper number of complimentary rooms is credited to AMATYC's account.
6. Attend a meeting with hotel personnel, the President, Executive Director, Conference Coordinator, and the Local Events Coordinator to review the hotel's resume.
7. 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.
8. Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.
9. Attend a meeting with academic committee chairpersons, editors, and other budget managers to discuss financial policies.
10. Be available during peak registration times when possible to handle any registration and membership related problems.

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.