Academy of Acute Care Physical Therapy

TREASURER

Responsibilities

I. MEETINGS

A. The Treasurer will attend the following meetings:
   a. Scientific Meeting & Exposition;
   b. Combined Sections Meeting;
   c. All Academy Executive Committee and Board meetings;
   d. All Academy of Acute Care Physical Therapy Meetings; and
   e. Other meetings deemed appropriate and necessary by the APTA and/or the Academy.

B. The newly elected Treasurer will attend CSM prior to taking office for orientation with the outgoing Treasurer.

II. MINUTES

A. The Treasurer will give any changes he/she feels are necessary to the minutes to the Academy Secretary within one week after receipt of the draft of the minutes.

III. COMMUNICATIONS

A. The Treasurer will prepare a written financial report and present it at each Board meeting. This report will reflect all financial activities of the Academy since the last meeting.

B. The Treasurer will prepare a written financial report prior to each Board meeting on all activities performed as Treasurer since the last meeting.

C. Any Academy of Acute Care Physical Therapy communication, other than e-mail which is sent from the Academy, should reference the Academy’s Success Plan as our reason for any actions taken.

IV. GENERAL

A. The Treasurer will provide an estimation of the financial impact of all motions to the Academy Board.

B. The committee chairs and task force chairs must contact their Academy Officer liaison at least once per month. The following is the list of Officers liaisons:
a. President - Bylaws and Nominating Committee; Competency Task Force
b. Vice President - Education and Success Planning Committees
c. Treasurer - Finance and Membership Committees
d. Secretary - Editorial Advisory Board

C. For each Executive Committee meeting, the Officer liaison must include in his/her written report, an update outlining his/her liaison Task Force/Committee activities. Prior to each Board meeting, the Task Force/Committee Chair must submit a written report to the Academy Office.

V. FINANCIAL

A. The Treasurer will submit an annual budget for the office of Treasurer which reflects reasonable requests and anticipated expenses.

B. The Treasurer will assist all Board members and chairpersons within the Academy in establishing realistic budgets.

C. The Treasurer will establish funding guidelines for the budgetary process.

D. The Treasurer will ensure that all tax forms are filed in a timely manner (1099, tax exemption, etc.).

E. The Treasurer will review the bank statements on a monthly basis and report any discrepancies to the President and to the Academy office.

F. The Treasurer will reconcile the direct deposit of Academy dues income.

G. The Treasurer, after consultation with the President and/or Board, will approve all disbursement of funds over the line item budgeted amount.

H. The Treasurer, after consultation with the President, will approve all checks in excess of the ceiling amount of $1,000.00, and is responsible for placing them in the mail within 24 hours of receipt.

I. The Treasurer will chair the Academy Finance Committee. This committee will establish an investment policy for the Academy.

J. On an annual basis, the Treasurer of the Academy of Acute Care Physical Therapy will ensure that bonding is in place to cover financial loss at a level as per the recommendation of legal counsel.
K. The Academy of Acute Care Physical Therapy will make a donation to the Foundation for Physical Therapy on a yearly basis based on the financial status of the Academy.

L. The expenses incurred by the officers of the Academy of Acute Care Physical Therapy or their designees at the APTA Component Leadership Conference and Government Affairs Forum which are not covered or reimbursed by the APTA will be included in the Academy's officer budget on an annual basis.

M. Requests for reimbursement later than 60 days of incurring the expense(s) will be paid upon approval by the Executive Committee.

N. No checks will be written out to “cash.”

O. The Treasurer will send the Strategic Planning Committee quarterly reports to allow budgeted line items to be linked to the Success Plan.

VI. ACADEMY EXPENSES

A. Reimbursement for pre-approved expenses will occur after a Request for Reimbursement form and receipts have been submitted and approved by the Treasurer.

B. Reimbursement for travel/lodging expenses that have been incurred prior to Academy business will be paid for once submitted on a Request for Reimbursement form to the Treasurer and must be accompanied by a receipt or a copy of the credit card bill.

C. Requests for reimbursement must be submitted within 60 days of incurring the expense(s). Requests beyond the 60 days must be approved by the Executive Committee.

D. Academy Credit Card
   a. The Academy credit card will be held by the Academy’s President, Vice President and Office Executive.
   b. The credit card will be used for travel expenses and other Academy expenses incurred during association and Academy related meetings and business.
   c. Reports and receipts, with explanation of expenses, must be submitted to the Executive Office within 60 days of incurring the expense(s).

E. Non-Dues Revenue Activities
   a. Each non-dues revenue project will be maintained as a separate budget item.
b. Upon approval of the Academy Executive Committee, income will be moved to the Reserve Fund.
c. A budget for each project will be established in consultation with the Treasurer.
d. A budget for each project must be submitted to the Treasurer and Executive Committee for approval prior to any promotional activity.
e. A budget for each activity must reflect that all expenses will be met.

F. Travel and Reimbursement Policy

a. Guidelines for reimbursement for travel expenses will be reviewed annually by the Finance Committee and presented to the BOD and Committee Chairs prior to budget planning.
b. BOD members will be reimbursed for travel to CSM and PT Conference (including parking and travel to/from the airport), 2 nights at 1/2 room rate, and up to 2 days of meals based on APTA guidelines.
c. The Education Committee Chair will be reimbursed for additional days at CSM as needed and reflected in annual budget requests.
d. The Membership Committee Chair will be covered for one additional day of expenses at CSM and SME to cover his/her duties. The President, or the President’s designee, will be reimbursed for additional costs related to attendance at required meetings at CSM and SME.
e. The President or President’s designee, will be reimbursed for attending APTA BOD meetings. This will include travel, room, and meals (according to APTA guidelines).
f. Travel reimbursement not identified or exceeding the budget, must be approved by the Executive Committee of the BOD.