

COLORADO COUNCIL OF MEDICAL LIBRARIANS
DUTIES OF THE TREASURER

1. Transfer materials
 - Receive floppy disks, records box, blank checks, deposit slips and post office box key from outgoing Treasurer
 - Sign signature card for bank account, have incoming President sign it and submit to Wells Fargo Bank

2. Prepare the annual CCML budget
 - Request proposed expenses from President and Committee Chairs in April
 - Prepare and submit proposed budget to the Executive Council (EC) for approval at the May EC meeting
 - Send a copy of the approved budget to the Council Quotes (CQ) webmaster for publication on the website and to the CQ editor for publication in the June issue
 - Keep budget on floppy disk

3. Receive income and make deposits to Wells Fargo Bank
 - Record income by date and category in both the Check Book and Income sections of the budget spreadsheet
 - Endorse the back of each check with the “For Deposit Only Colorado Council of Medical Librarians” stamp
 - Total checks and other payments and prepare deposit slip
 - Make photocopies of all deposited checks and staple to the deposit receipt after the deposit is made – hold for balancing next statement
 - Make deposits in person or by mail

4. Pay invoices
 - Type, sign and mail checks
 - Keep carbon copy of each check stapled to the invoice or receipt submitted by the person or organization requesting payment – hold for balancing next statement
 - Record in both the Check Book and the Expenses sections of the budget spreadsheet

5. Balance Bank Statements
 - Balance monthly statements based on outstanding deposits and checks, interest income, bank fees, etc.
 - File statement with cleared deposits and checks stapled to it in the records box

6. Receive membership renewal and new member application forms with dues payments
 - Record dues by name in the Income section of the budget spreadsheet
 - Make copy of the renewal/application form and the check to keep with the deposit record
 - Forward all renewal/application forms to the CCML Membership Chair for addition to the membership database

7. Coordinate financial aspects of continuing education programs with Education Committee Chair
8. Attend bimonthly membership meetings and bimonthly EC meetings
9. Prepare and present Treasurer's Reports (statement of account)
 - Present written bimonthly report at each membership meeting
 - Forward a copy of the written report to the Secretary
 - E-mail a copy of the written report in web page format to the CQ webmaster
 - Maintain a copy on the Treasurer's annual floppy disk
 - Present a one-month update report to the EC at each EC meeting

Revised January 2006