

Treasurer

Duties

1. Transfer materials
 - a. Receive electronic records, records box, blank checks, and deposit slips from outgoing treasurer
 - b. Sign signature card for bank account, have incoming president sign it and submit to Wells Fargo Bank
2. Prepare the annual CCML budget
 - a. Request proposed expenses from president and committee chairs in April
 - b. Prepare and submit proposed budget to the executive committee (EC) for approval at the May EC meeting
 - c. 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
 - d. Keep budget in electronic form at workplace, in portable form, and on pbworks
3. Receive income and make deposits to Wells Fargo Bank
 - a. Record income by date and category in the income sections of the budget spreadsheet
 - b. Endorse the back of each check with the “For Deposit Only Colorado Council of Medical Librarians” stamp
 - c. Total checks and other payments and prepare deposit slip
 - d. Make deposits in person or by mail
 - e. Record PayPal receipts in the budget spreadsheet
 - f. Periodically transfer funds from PayPal to Wells Fargo electronically
4. Pay invoices
 - a. Type, sign and mail or hand-deliver checks
 - b. Record in the expenses sections of the budget spreadsheet
5. Balance bank statements
 - a. Balance monthly statements based on outstanding deposits and checks, interest income, bank fees, etc.
6. Receive membership renewal and new member application forms with dues payments
 - a. Record dues by name in the income section of the budget spreadsheet
 - b. Forward all renewal/application forms received 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)
 - a. Present written bimonthly report at each membership meeting
 - b. Forward a copy of the written report to the secretary
 - c. E-mail a copy of the written report in web page format to the CQ webmaster
 - d. Maintain electronic copies at workplace, in portable form, and on pbworks
 - e. Present a one-month update report to the EC at each EC meeting

Last reviewed or revised

Name: Jerry Carlson

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