

## Convention Treasurer

### Chair and Co-Chair

Responsibility: Collect and safeguard all monies relating to the convention. Develop and monitor operating committee budgets.

Note: In order to maintain historical information and records the convention checking account shall not be moved from existing bank and branch location without prior Convention Board approval.

- Set up interest earning account with “prudent reserve” from previous year’s convention (at this time prudent reserve is **\$8000.00**)
- Retain existing P.O. Box number at current location. Submit annual application and or payment of fee for a year (to be done after convention, before Dec closing meeting). (P.O. Box needs board approval to be changed.)
- Determine and formalize authorized signatures required for checking account access. All checks require two signatures (Treasure, Convention Chair, and / or Co-Chair).
- Organize accounting system for various expenditures and maintain historical records.
- Establish operating budget with Convention Chair and all committees.
- Assist Registration Chair with money receipts and recording money transactions at the convention.
- Process invoices and reimbursements in timely manner.
- Keep Convention Chair informed on regular basis on status of finances with comparison of expenditures to operating budget.
- Maintain financial records on same basis as operating budget.
- Maintain filing and record keeping system for audit purposes.
- Arrange bonds and insurance as required.
- Control all money activity at the convention.
- Prepare a final financial statement and distribute funds as directed by convention guidelines and by-laws.
- Contact Central Office at least one month prior to Convention to establish proper distribution of any monies to be donated to the Central Office.
- Provide sufficient copies of the previous year’s financial statements for the Convention Business Meeting on the last morning of the convention.

Budget: Postage, endorsement stamps, checks/ monthly bank charges, telephone and office supplies.

Note: Uncollected bad checks must be budgeted and charged against treasure committee budget.

Proposed revision: Feb. 2013