

TREASURER

The Treasurer is elected to a two year term of office by the AMTNYS membership. The outgoing Treasurer is responsible for keeping the books/records through December 31 of that year. The incoming Treasurer should begin to learn the record keeping process immediately following the Annual Meeting. The Treasurer, along with the Data Manager, is bonded by AMTNYS.

General Procedures

1. Receive and process all monies and/or records of monies directly deposited for AMTNYS.
2. Disburse monies for expenditures which are properly authorized. Consult with the President and/or the person authorizing an expenditure when it exceeds the budget allotment.
3. Maintain an accurate record of receipts and expenditures via computer.
4. Maintain all records related to the AMTNYS checking account, savings account, scholarship fund account, and any other investment accounts. Update bank information and signature cards as necessary in conjunction with the Executive Secretary.
5. Consult with the President and the President-Elect prior to each AMTNYS meeting to determine the amounts of money and or checks that need to be available on-site. Also, consult with the Annual Meeting Coordinator and the Summer Workshop Coordinator.
6. Communicate with the Conference Coordinators and the Data Manager about the appropriate way in which they should document and process funds (ex. direct deposit, membership information, special events revenue and expenditures).
7. Reconcile records of summer workshop and annual meeting registrations immediately following the respective meetings.
8. Participate as a member of the Finance Committee.

Special Reports

1. Prepare financial reports for the Executive Board and Assembly meetings (fall, winter, and spring)
2. A final year-end report should be presented at the next Executive Board Meeting after the Annual Meeting.
3. Make the final year-end report and the books/records available to the Audit Committee for the Annual Audit.

4. Assist the Executive Secretary with the financial information necessary for the filing of Federal and New York State taxes.

Payment Order Forms

1. Remind people to use the Tax Exempt Form when making purchases on behalf of AMTNYS. The Treasurer and the Executive Secretary should have copies of the form available at every meeting.
2. Bring a supply of expense reimbursement forms to every AMTNYS meeting. Remind people to attach all receipts and/or itemize their expenses.
3. Refund payments made to AMTNYS only with the approval of the President and/or Vice President. This includes refunds for the Annual Meeting and the Summer Workshop.
4. Send vouchers to the President for one-third of the compensation of the Data Manager, Executive Secretary, Treasurer, **Journal** Editor and **Newsletter** Editor three times a year (usually winter, spring and the annual meeting). Mail the checks when appropriate.