

Rocky Mountain URISA Year-end Processing : Treasurer

1. Transfer the name on the bank account from the out-going president to the new president and the outgoing Treasurer to the Incoming Treasurer. The in-coming Treasurer, along with the incoming President, can obtain a check book and a credit card and have signing privileges on the account. The chapter requires that both the president and treasurer have the ability to review statements and access funds. The incoming president will obtain the balance on the account from the outgoing Treasurer, which will facilitate budgeting for the up-coming year.
2. The outgoing Treasurer will remove his or her name from the financial records of the chapter.
3. Web site, hosting, PayPal and other user names and passwords. The incoming president will request this information from the Web Master. They will insure that both coordinate any changes to this information. The incoming president will know the due dates of all payments to prevent any disruption of service. The incoming president clarifies to the incoming Treasurer and Web Master the responsibilities of each regarding PayPal.
  - a. Any financial transactions, such as refunds and money transfers, in PayPal are the responsibility of the Treasurer.
  - b. The Web Master creates the buttons for workshop payments and other events
  - c. The Web Master sends to the Workshop coordinator the list of paid attendees for all workshops and other events requiring fees.
  - d. The Treasure transfers at the end of each month the revenue from PayPal to the chapter bank account. This amount will be documented in the monthly financials distributed to the chapter members.
  - e. The president will verify the transfer in bank statements.
4. Archiving financial reports and minutes. The out-going president will inform the Treasurer to forward electronically all financial statements to the Web master for posting to the chapter website. This provides back-up documentation for the chapter if any questions arise about the activities for the year or if we get audited by the IRS.
5. The Treasure will ensure that the ending balance on the Year-end financial statement matches the amount of the December bank statement. The Treasurer will reconcile and explain in a written, signed statement any discrepancies that he or she will send to the Incoming and Outgoing president.

Signature of the Outgoing Treasurer \_\_\_\_\_

Signature of the Incoming Treasurer \_\_\_\_\_

Date of completion \_\_\_\_\_