

## Guidelines for Office of Treasurer

TERM: Two (2) Years  
ELECTION: Odd-numbered Years

The Treasurer of the Association is responsible for maintaining Association accounts and overseeing all receipts and disbursements of funds. The Treasurer works in conjunction with the Executive Administrator.

### Nebraska Speech-Language and Hearing Association Deadlines for Office of Treasurer

January	<ul style="list-style-type: none"><li>* Attend Executive Board Meeting</li><li>* Sign checking account signature forms</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
February	<ul style="list-style-type: none"><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
March	<ul style="list-style-type: none"><li>* Submit items for the Executive Board agenda</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
April	<ul style="list-style-type: none"><li>* Attend Executive Board Meeting</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
May	<ul style="list-style-type: none"><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
June	<ul style="list-style-type: none"><li>* Submit items for the Executive Board agenda</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
July	<ul style="list-style-type: none"><li>* Attend Executive Board Meeting</li><li>* Submit quarterly report to Executive Board and</li><li>* Submit quarterly report for the September <i>The Networker</i></li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
August	<ul style="list-style-type: none"><li>* Prepare and attend budget meeting with President, President-Elect and Executive Administrator (See II &amp; III for details)</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li><li>* Write goals and achievements for Annual Business Meeting Book</li></ul>
September	<ul style="list-style-type: none"><li>* Submit items for the Executive Board agenda</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
October	<ul style="list-style-type: none"><li>* Attend Executive Board Meeting</li><li>* Present budget to Executive Board for approval</li><li>* Present budget at Annual Business Meeting</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li><li>* Attend Transition Meeting in October or November</li><li>* Up-date procedure manual</li></ul>
November	<ul style="list-style-type: none"><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>
December	<ul style="list-style-type: none"><li>* Submit items for the Executive Board agenda</li><li>* Record checks and deposits as sent by Executive Administrator (See I &amp; III for details)</li></ul>

**The following is detailed information about the above calendar:**

- I. Keeping account of the Association funds
  - A. Supervise and facilitate the following debit and credit activities:
    1. Sign all necessary invoices and checks;
    2. Co-sign all checks;
    3. Monitor computerized ledger entries to ensure entries are made against appropriate line items;
    4. Monitor expenses to ensure Association policies are observed.
  - B. Maintain records of computerized monthly statements.
  - C. Invest NSLHA funds and explore investment opportunities with Executive Board approval.
- II. Chair the Budget Committee (composed of Treasurer, Executive Administrator, President, and President-Elect)
  - A. In August, work with Budget Committee members to develop a proposed budget for the upcoming fiscal year:
    1. Project income from all sources (dues, investment, other);
    2. Project expenses;
    3. Add/delete budget line items as necessary.
  - B. Present the proposed budget to the Executive Board for discussion and approval at Executive Board Meeting.
  - C. Present the new budget to the membership at the Annual Business Meeting
- III. Facilitate, support, and oversee the actions of the Executive Administrator as that individual carries out the financial responsibilities:
  - A. Accounting procedures:
    1. Monitoring accounts payables/receivable;
    2. Preparing monthly statements;
    3. Balancing NSLHA's accounts on a monthly basis;
    4. Maintaining all necessary financial records;
    5. Preparing quarterly and annual financial reports;
    6. Handling deposits/disbursements;
      - a. Dues notices and payments
      - b. Expense & Travel vouchers
      - c. Ledger entries for appropriate line items
      - d. Writing checks, issuing bills for services
  - B. Budget development
    1. Working with other members of the Budget Committee to project income, expenses for upcoming fiscal year;
    2. Assist Treasurer in developing a written proposed budget to be presented to the Executive Board for approval;
    3. Assist Treasurer in developing a written proposed budget to be presented to the membership at the Annual Business Meeting;
  - C. Dues
    1. Making available a projected membership count to the Budget Committee at the August development meeting;
    2. Printing and mailing of dues notices will be the responsibility of the Executive Administrator;
    3. Sending out dues notices to delinquent members;
    4. Depositing all dues payments received from the membership, and issuing dues refunds when appropriate. An ongoing list of membership renewals and new members will be kept.
  - D. Continuing Education/Convention Revenues & Expenses
    1. Signing contracts with program facilities;
    2. Maintaining necessary financial records of income and expenses associated with each event;
    3. Reimbursing speakers and facilities for expenses;
    4. Depositing registration fees;
    5. Providing the Treasurer and Executive Board with a written summary of event income/expenses.