

Section 5:       **TREASURER**

- Responsible for controlling the cash assets of the Chapter.
- Will deposit and disburse funds. Before monies can be disbursed, invoices must be signed by the President or President-Elect.
- Publish financial statements quarterly at the monthly luncheon meetings and monthly at the Officer's meetings.
- Balance each bank account monthly.
- Responsible for notifying the President and/or Board of Officers immediately in the event of financial errors. The Treasurer will provide a budget based on a ratified annual 'Goals and Expense' statement received from the Board of Directors. This report is due in April of the current year.
- File all tax returns in a timely manner.
- Records will be open at all times for inspection by any member of the organization.
- Maintain records for and coordinate PayPal activities in conjunction with the Webmaster.
- Has one vote in all Chapter elections and Chapter business.