



Treasurer

Term of Office

The Secretary is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is four years, beginning January 1 in even numbered years and ending four years later on December 31. The term limit is two consecutive terms in the same office.

General Duties

The office will assist the Treasurer with many aspects of the duties of the position, so it will be important for the Treasurer, Executive Director, and the Office staff to work closely together.

1. Review the Financial Policies section of the "AMATYC Policy and Procedures Manual" and write motions for the AMATYC Executive Board to update the PPM as needed. Re-view each updated version of the PPM to ensure that changes to the Financial Policies section were made correctly. Other changes that do not require Board approval should be sent to the Secretary for inclusion in the next version of the PPM.
2. Annually, the Executive Director, in consultation with the Treasurer, the Accounting Director and Legal Advisor, reviews the adequacy of the insurance policies and brings recommendations for any adjustments to the Board. A review of insurance coverage is included in the Treasurer's report at the Spring Board Meeting.
3. Present an overview of AMATYC's insurance coverage at the Strategic Planning Orientation, and briefly explain how the coverage impacts the Board.
4. Annually, the Treasurer, in collaboration with the Executive Director, Accounting Director, President, and Grants Coordinator, reviews and updates a new rate proposal for AMATYC's negotiated indirect cost rate agreement with the appropriate federal agency.
5. Proofread and verify any financial reference in all AMATYC publications and forms, including the membership brochure.
6. Regularly notify AMATYC leadership on policy for reimbursement.
7. Chair the Tax Review and Audit Committee.
8. Chair the Finance Committee.
9. Serve on the Investments Board.
10. Serve on the Foundation Board.

Financial Duties

1. Coordinate the maintenance of all financial records, funds, receipts, approve disbursements of the association, and keep accurate records of the same.
2. Coordinate with the office, the preparation and presentation of a written financial report at each regular business meeting and each AMATYC Executive Board meeting; the Delegate Assembly Treasurer's report should include a summary of the previous fiscal year report.
3. Prepare an annual organizational budget and present it to the AMATYC Executive Board at the Spring Board Meeting with final approval at the Fall Board Meeting.
4. Obtain approval of the AMATYC Executive Board or designee for expenditures that exceed budget items.
5. Secure Board approval for expenditures for the six months prior to any Board meeting, for the periods March through September and October through February through a motion at the Spring and Fall Board meetings.
6. Prepare the annual conference budget to ensure a surplus each year for AMATYC.
7. Maintain AMATYC Investments in accordance with AMATYC investment policy. The AMATYC Treasurer, with direction from the AMATYC Investments Board, may reallocate AMATYC funds according to the guidelines stated in AMATYC investment policy. However, in order to withdraw funds from any of the AMATYC investment accounts, a written request signed (electronic signature or email stating approval) by any two of the following officers is required: President, President-Elect, Treasurer, and Past President.
8. Review AMATYC's monthly investment statements for accuracy of record keeping.
9. Review the Cash Disbursement Journal monthly to check for accuracy.
10. Receive the bank statement and associated documents, and review the checking account monthly.
11. Review checking account records and determine if current services are meeting the needs of the organization. A recommendation to the Board should be made when a change is needed. It is recommended that at least \$40,000 be maintained in this account. Since two signatures are required to withdraw money from AMATYC's investment accounts, the Treasurer must be sure to maintain enough money in a checking account to pay bills. The Treasurer may allow registration monies for the annual conference to accumulate in the checking account until the bills of the conference have been paid. Checks for more than \$10,000 require two signatures of the following: The Treasurer's electronic signature and the hand written signature of one of the President, President-Elect, Past President.
12. Ensure that three financial reports are filed with governmental agencies. The first report is Form 1099 which must be filed with the IRS and provided to any individual to whom AMATYC has paid over \$600 for services performed. This form must be filed by January 31. The second report is the IRS Form 990, which is to be filed by the 15th day of the 5th month after our accounting period ends. An extension of this filing may be required by the AMATYC auditor and, if so, the auditor will file the extension with the IRS on behalf of AMATYC. Such extension is automatically granted by the IRS and

does not impact the organization in any negative manner. Currently, the AMATYC fiscal year is a calendar year, running from January 1 to December 31. The third report is the form and filing fee to be filed with the New York State Department of Law Charities Bureau as soon as the IRS form 990 is completed. A copy of the sworn statement to be filed by the Accounting Director, once it has been notarized, is available from the office. This form, a copy of the IRS form 990, and currently a payment of \$250.00 are sent to New York State Department of Law, Charities Bureau, 120 Broadway, New York, New York 10271. The fourth form is the Renewal of Registration of a Charitable Organization sent to the State of Tennessee annually with a payment of \$300.00.

13. All income for AMATYC and the AMATYC Foundation (which is a Committee of AMATYC) is sent to the AMATYC office, which is responsible for logging its receipt, making copies of all checks, retaining records of all other forms of receipt of funds such as debit or credit cards, preparing journal entries to update the general ledger, doing all accounting and updating of all databases affected. A monthly case disbursement journal report is sent to the Treasurer. The Treasurer receives a copy of all financial statements and reconciles them to the income designation worksheet received from the office.
14. Prepare any grant related financial reports, with the assistance of the office staff.
15. Act as a signatory on all AMATYC financial accounts as appropriate. Serve as a member of the Expenditure Approval Committee.
16. Chair the Tax Review and Audit Committee.

Conference Duties

1. Review all conference contract proposals and contracts and make suggestions to the Conference Coordinator.
2. Bring a copy of the hotel contract to the conference for reference.
3. Approve the design of the registration form for the annual conference.
4. Together with the Conference Coordinator, arrange the master account with the appropriate conference facilities (e.g. hotel, convention center) with signatory rights given to the President, Executive Director, Conference Coordinator, and Treasurer. All AMATYC leadership and guests entitled to single room reimbursement should be placed on the master hotel account for room and tax only. Single room rate only will be placed on the master hotel account. If there is a difference in cost of a single and double room, guest is expected to pay the difference.
5. Together with the Conference Coordinator, verify that the proper number of complimentary rooms is credited to AMATYC's account.
6. Review the Meeting Event Guide with the President, the Conference Coordinator, and the Executive Director during its creation.
7. Meet with the hotel personnel, President, Conference Coordinator, and Executive Director at the beginning of the conference to review the Meeting Events Guide.
8. Together with the Executive Director and the Conference Coordinator, meet with the hotel staff regarding payment of the bill at the beginning and conclusion of the conference.

9. Notify persons eligible for conference reimbursement (including breakfast and keynote speakers) of the specific policies and procedures.
10. In odd-numbered years, conduct a meeting with committee and ANet Chairs, editors, and other budget managers to discuss financial policies.
11. Attend Delegate Assembly.
12. Give Treasurer's report at the Delegate Assembly and the Closing/General Business Session.
13. Prepare a financial report on the conference for the Spring AMATYC Executive Board Meeting.