

AAUW-NYS Treasurer

Overview of the position: Oversees the fiscal operations of AAUW-NYS.

Overall responsibilities:

- Supervise the preparation of the annual budget that supports the programs and activities described in the state's strategic plan. Present the budget for approval at the summer board meeting.
- Establish and maintain bank accounts for checking and savings and establish authorized check signers.
- Collect state dues and all other moneys and disburse these funds upon the order of the Board and/or the President.
- Prepare a detailed financial report at each Board meeting and present an interim financial report at the Convention business meeting.
- Close the state's financial records and prepare for the annual audit of business by June 30 of each year.
- Prepare the Federal and State income tax return according to federal regulations.
- Secure bonding and liability insurance for state functions.
- Serve on the Executive and Finance Committees.

Available resources: AAUW Branch and State Finance Tool Kit

AAUW Branch Treasurer

Overview of the position: Oversees the fiscal operations of the branch.

Overall responsibilities:

- Working with the branch board, develop a budget that supports the programs and activities described in the branch's strategic plan.
- Establish and maintain bank accounts for checking and savings and establish authorized check signers.
- Prepare financial reports analyzing actual performance against budget.
- **Association dues:** The *Branch Dues Report* (BDR) is due in Washington, DC by July 1. After July 1 and throughout the year, remit dues for lapsed members and affiliates using the *Additional Dues Report* (ADR) forms.
- Send **NYS dues** (\$10) and membership counts to AAUW-NYS Treasurer at the same time as you mail Association dues.
- Process and submit Association, Educational Foundation (EF) and Legal Advocacy Fund (LAF) contributions in compliance with proper financial accounting procedures.
- Protect the assets of the branch by securing adequate insurance coverage.
- File the IRS Form 990 by November 15 if gross receipts exceed \$25,000.
- Retain in good order all annual financial statements, IRS forms and correspondence, paid checks, deposits and other supporting documents.
- Submit the financial books for an annual audit.