

**Operations Worksheet 5 – Treasurer**  
(Reviewed/Revised March 2013)

1. The Treasurer is a Director of the Corporation, along with the President, First Vice President, Second Vice President and Secretary; and also is a member of the Executive Committee.
2. The Treasurer should be familiar with those parts of the " Council and Chapter Policies and Procedures Guide" that pertain to the Treasurer's functions.
3. The Treasurer is responsible on a continuing basis for:
  - a. Maintaining the Chapter's official financial files, which include the following accounts:
    - (1) Operating Account.
    - (2) Scholarship Fund
    - (3) Help Our Troops (HOT)
    - (4) Retaining the past 3 years of financial statements in case of IRS audit.
  - b. Making recommendations concerning membership dues, and disbursement of funds.
  - c. Reporting the Chapter's financial status each month to the Board of Directors and the Executive Committee, and filing the original with the Secretary (see sample format).
4. The funds, books, and vouchers in care of the Treasurer will be subject at all times to inspection and verification by the Board of Directors. Such action may include an informal audit directed by the Board.
5. The Treasurer may be bonded at the discretion of the Board of Directors, but this precaution is not normally necessary.
6. The Treasurer will submit a monthly financial report to the Executive Committee for approval.
7. The Treasurer will be responsible for the following annual duties:
  - a. Paying the annual dues to the Florida Council of Chapters based on the number of Chapter members as of Dec 31 of the previous year as provided by the Membership Chairperson (75 cents per person in 2013).
  - b. Submitting and paying the Florida Department of State annual registration fee (\$61.25 in 2012) online. Registration and fee must be submitted prior to June 1<sup>st</sup> or the late fee rises to \$400.
  - c. Paying the website renewal fee when submitted by the Web Master (\$119.40 in 2012).
  - d. Paying the Post Office Business Reply Permit in March (\$190 in 2012).
  - e. Filing IRS Form 990N, Income Tax Return for Small Nonprofit Organizations, by April 1st (no fee) online.
  - f. Paying the Post Office Caller Service Fee in December (\$76 in 2012).

g. Sending the collected annual proceeds from the MOAA Scholarship Fund to MOAA Scholarships at the end of December through the Special Project Officer.

8. The Treasurer will submit the application for the Consumer's Certificate of Exemption every 5 years. Current certificate expires 11/30/2016 and application for renewal should be submitted at least 60 days before the expiration date. The current monthly financial report will be used as the format.

9 Maintain the originals of the following

- a. Incorporation papers.
- b. Charter of Affiliation with MOAA.
- c. Insurance policies, if any.
- d. Income Tax returns and associated documents.