**TREASURER DUTIES**

Open and maintain a Checking Account.

Open and maintain a Checking account for the State Project Fund. At the end of each year, close out this account. Obtain a cashier’s check for the amount in the account and present it at convention to the State Project.

Prepare and update the Dues Statement to be sent out for each year. The Dues Statement must be given to the Secretary in time to be included in the following mailings/emails:

 Convention minutes mailing/emails

 State Council Day Registration mailing/emails

The Dues Statement should be submitted to the Webmaster to be put on the Indiana Beta Sigma Phi website.

Pay all budgeted disbursements when due.

Review budget at each Board Meeting – if any line items are over the budgeted amount, then the Board must approve before disbursement is made.

Maintain a list of Active Chapters, dues paid, and date paid for each year.

Mail/email letters and dues form to State Council delinquent chapters, update at each Board meeting.

Update State Recording Secretary to remove chapters that haven’t paid their dues.

Signed Financial Statement for each state meeting, copies made for each board member.

A “Pay Back Slip” is to be given to the Event Chairman with each Event check they request until the Event’s fund total is reached. Each event Chairman should fill out a request form for the funds. One part of the form pairs with the paid check in the statement, the other part goes with the Event check when they pay back the funds borrowed.

When you receive the postage bill for the event mailing (if any), send a copy to the Event chairman for payment (check with the Secretary to make sure it is the event mailing).

Before each event, check to see all chapters registered for the event are current on State Dues. If not, please contact them by phone to arrange payment either at the event registration table or by mail prior to the event. This registration list will be sent to you by the Registration chairman of each event 2 weeks prior to the event.

Work event registration of Delegates wit**h** the Vice President. Bring 1 copy of the Delegates/Non-Delegates list to the event registration table.

Treasurer and the Vice President will count the registration packets at the Board Meeting of each event.

During the second year, names for the Audit Committee must be submitted at the Summer Board Meeting. There should be 3 members from different chapters (no one from the Treasurer’s chapter) on the audit committee. They can all be from the same city as the Treasurer.

At the Summer Board meeting of your second year, advise Board members of the date their bills need to be submitted to you for payment so the books can be audited.

Prepare all files for the audit committee following Summer Board. Plan to host the audit committee 3 weeks before convention. Have the books closed 2 weeks prior to convention. Purchase a cashier’s check for the balance in the checking account and have it ready for the incoming Treasurer at convention.

Following each convention, contact the Bond company and give them the name and address of the new President and Treasurer and where to mail the invoice.

NOTE: Fall Board Auction proceeds go to State Project

 Summer Board Auction proceeds go to Lamplighters

 SEE BY LAWS FOR OTHER INSTRUCTIONS

 REVISED 2/1/24 mrh