

Section 9. Appendix 8. Treasurer (effective 1/24/2023).

(a) Responsibilities

- 1) Maintains control of all chapter financial information and responds to any queries from Executive Board, Chapter Members or other authorized agencies for financial information.
- 2) Ensures financial information is tracked for the various commitments the chapter has
 - i. General account – used for reimbursements of purchases to support chapter activities, newsletter mailing, local charity donations, etc.
 - ii. Scholarship donations - used for various local university scholarships and the MOAA Scholarship.
 - iii. MOAA Foundation – used for Community Outreach Grant funds received through MOAA Foundation.
- 3) Attends Executive Board meetings and prepares financial reports of monthly expenditures and deposits, along with current year’s overview, at each meeting.
- 4) Arrives early at every Chapter luncheon meeting to collect luncheon fees, scholarship donations and membership dues and prepares respective bank deposits slips after each meeting.
- 5) Coordinates with the Old Natchez Trace Country Club to reconcile attendance, based on luncheon attendance sheets, and pay invoice immediately after each luncheon held at the site using a combination of cash received and supplemental check from the Chapter’s account . Files the invoice and luncheon attendance sheets in Chapter’s financial records.
- 6) Renders payment to designated caterer when an off-site location like the Operation Stand Down Tennessee Event Space is used for monthly luncheons. Files invoice in financial records.
- 7) Maintains a record of funds received from the Chapter Secretary at the P.O. Box and ensures they are apportioned to the general account (membership fees) or scholarship donations.
- 8) Deposits funds (excess luncheon cash/checks collected at event, scholarship funds and membership dues, etc.) at the financial institution used by the Chapter within 48 hours after receipt.
- 9) Reimburses Chapter members for any expenses related to Chapter duties after a paper receipt is provided.
- 10) Maintains paper fiscal records (i.e. monthly bank statements, generated monthly documents, etc.) in large leather banker’s bag passed between treasurers.
- 11) Prepares annual financial information, along with comparison to prior year, for briefing to Chapter members during January’s “Report to Members” meeting.

(b) Relevant Resources

- 1) MTC MOAA Chapter Google Files Drive
- 2) Electronic financial information posted on designated financial institution's site (presently, Pinnacle Financial Partners)
- 3) Chapter checkbook and associated documents
- 4) Debit card (maintained by Chapter President)
- 5) Leather banker's bag containing physical financial documents for present year and past years

(c) Functions

- 1) Reviews Chapter financial account(s) on a monthly basis to reconcile:
 - i. Expenses, to include debit transactions, checks written, etc.
 - ii. Deposits, MOAA National incentive payments, account interest, etc.
- 2) Writes checks to Chapter members who present valid paper receipts for reimbursement of items related to Chapter operations.
- 3) Ensures funds are accurately tracked in the three distinct categories managed by the Chapter: general funds, scholarship donations and MOAA Foundation grant funds.
- 4) Reports on financial balances at the monthly Executive Board meeting and responds to any queries.
- 5) Ensure MOAA Foundation grant funds are distributed in accordance with guidelines established by the respective program (i.e. MOAA Foundation Community Outreach Grant Criteria).
- 6) Completes financial projections, upon request of Executive Board members, to assist in decision-making.
- 7) Completes the annual Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, either through paper or electronic submission, and files a copy with other financial records.
- 8) Manages submission and approval of the State of Tennessee Department of Revenue Sales and Use Tax Certificate of Exemption before its expiration date every 4 years.
- 9) Renders annual premium payment for Chapter's liability insurance purchased through MOAA's Voluntary Club/Chapter Insurance Program upon receipt of notice from the insurance company.
- 10) Maintains luncheon attendance sheets for 12 months to assist in determining Chapter regular and new member attendance, along with guest attendance.