



Job Description

WISPAN Treasurer

Job Reports To: President/Board of Directors

Date Written 1988

Date Revised: March 1991, January 1999,
August 1999, March 2004

Primary Purpose of the Job:

The Treasurer receives, disburses, manages, and accounts for the funds, assets, and securities of the Society as directed by the Board of Directors.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership.
3. Basic computer knowledge and ability to work with spreadsheets.

Specific Job Duties and Responsibilities

1. Serve a three year term.
2. Is bonded at the expense of WISPAN.
3. Keep and accurate account of funds, assets, and securities of WISPAN and present a report at the business meetings of WISPAN and the Board of Directors.



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4. Deposit all monies in the name of WISPAN in a federally insured bank.
5. Monitor all expenditures, including committee expenditure, and initiate proper requests and action for approval of unbudgeted expenses that exceed budget limits.
6. Requests form all Chairpersons a suggested budget amount to be included in the following year's budget.
7. Compile financial statistics relating to WISPAN Seminars (income/expenses), and present a report to the Board of the Directors at the next scheduled meeting.
8. Assist Officers, Board Members and Chairperson's with proper reimbursement proceedings.
9. Institute and follow through on all financial policies and procedures as approved by the Board of Directors.
10. Assume secondary level of responsibility as directed by current President.
11. Present preliminary budget for the upcoming year to the Board of Directors at the Fall Board Meeting.



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12. Present revised budget for the upcoming year to the Board of Directors at the November Board Meeting for final Approval.
13. The Treasurer shall coordinate and supervise all matters concerning the fiscal affairs of WISPAN and shall assure that the financial records are audited annually at the close of the fiscal year.
14. Receive a tax form (which is sent early in the year) for filing sales tax. This is due in January and there is a 5% charge on any item sold by WISPAN. (WISPAN's sellers permit is #409712). WISPAN is a professional organization so is exempt from filing Federal Income Tax unless WISPAN takes in more than \$25,000 The Federal Number is on the checking account.
15. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.