



STANDARDS FOR AND DUTIES OF THE AZPTA TREASURER

The Treasurer of the AzPTA shall oversee the financial integrity of the Chapter and shall:

1. Oversee the maintenance of accurate financial records, checking and savings accounts, and investment portfolios of the Chapter funds and the Scholarship funds in accordance with standard bookkeeping practices. Actual maintenance of above will be carried out by administrative or contract staff.
2. Review monthly finance reports of income and expenses as prepared by administrative or contract staff.
3. Report at all meetings of the AzPTA Executive Board and the AzPTA Membership Meetings as to the financial status of the Chapter.
4. Monitor the reconciliation of the transmittal of Chapter dues income from APTA.
5. Sign checks for expenditures of the Chapter as provided within the bylaws and act as custodian of all Chapter funds.
6. Obtain the concurrence of the President for any check issued for more than \$2,000.
7. Present any expenditure exceeding the budget in excess of \$100 to the Executive Board for approval.
8. Present any unbudgeted request for funding to the Executive Board for approval.
9. Arrange for the Chapter's financial records to be audited annually by a Certified Public Accountant or an Audit Committee.
10. Submit in conjunction with the Finance Committee a proposed budget for the subsequent fiscal year to the Executive Board and to the membership by the Fall State Meeting.
11. Provide assistance to all Executive Board members and Committee Chairpersons as needed to establish appropriate budgets.
12. Determine the amount of scholarship funds available for awards on an annual basis.
13. Oversee the filing of all incorporation papers and tax returns annually in a timely manner.
14. Oversee the filing of new bank signature cards annually or as needed due to office transitions.
15. Submit projected lobbying expenses form and component dues confirmation form to the APTA on or before the established deadlines.
16. Oversee the filing of financial reports to the APTA.
17. Provide financial management of District funds.
18. Inform the membership of Chapter financial activities by submitting reports for publication in the APTAN at least twice annually.

19. Serve as an ex-officio member of the Finance Committee and the Scholarship Committee.
20. Serve as a member of the Executive Committee.
21. Attend a minimum of 75% of the scheduled Executive Board meetings
22. Attend a minimum of 50% of the scheduled Membership meetings.
23. Attend the annual Leadership Development Workshop.
24. Attend at least two District meetings annually.
25. Submit written reports (including year-end report BY November 25) if unable to attend meetings.
26. Orient successor Treasurer of duties and responsibilities and turn over Treasurer's files to successor.

Revised April 2010