

The bullets below outline the responsibilities of the Chapter Treasurer.

Submitted to the National Office Yearly (July 20):

- 990-N Receipt of Filing (Due to IRS by May 15)
- Chapter Activity Report Form
- Annual Chapter Financial Report Form

Both forms can be found on GAPNA's website: <https://www.gapna.org/about/chapters/chapter-resources>

In Role as Chapter Treasurer:

- Presents a financial statement at each board and chapter meeting.
- Maintains a balanced checking account.
- Maintains current cash receipts and cash disbursement ledgers from which financial statements are drawn.
- Makes ledgers available on request of any chapter member.
- Establishes contact with new committee chairs (if applicable) at the beginning of the fiscal year to explain particular budget allotments for the committees and methods of obtaining reimbursement for committee e operating expenses.
- Prepares an annual year -end report citing achievements and giving recommendations for the National Office (noted above).
- Prepares books for audit at the end of each calendar year (if applicable).
- Prepares and files appropriate IRS and Federal/State tax returns such as the 990-N ePostcard. More information about the 990-N ePostcard can be found on GAPNA's website.

Chapter Treasurer Timeline

(highlighted items may be due at different times depending on your Chapter)

January

- ✓ Set date to close books from previous year
- ✓ Set date and agenda for Finance Committee Meeting (President, Treasurer) to finalize budget from previous year and set budget for upcoming year
- ✓ Set date of Board Meeting to approve budget
- ✓ Announce Approved Budget to Chapter Leaders
- ✓ Balance monthly bank statement against any revenue income.
- ✓ Make sure books have been audited at close of previous term (if applicable).
- ✓ Check files and records received from the retiring treasurer.
- ✓ Check to see that the signatures of both you and the new president are on record with the bank

February

- ✓ Balance monthly bank statement against any revenue income.

March

- ✓ Balance monthly bank statement against any revenue income.
- ✓ File reports to the IRS, state, and city taxation authorities where necessary (990-N ePostcard due May 15)

April

- ✓ Balance monthly bank statement against any revenue income.
- ✓ File reports to the IRS, state, and city taxation authorities where necessary (*990-N ePostcard due May 15*)

May

- ✓ Balance monthly bank statement against any revenue income.
- ✓ File reports to the IRS, state, and city taxation authorities where necessary (*990-N ePostcard due **May 15***)

June

- ✓ Set date and agenda for mid-year Finance Committee to review budget vs. actual to date.
- ✓ Balance monthly bank statement against any revenue income.

July

- ✓ Submit Chapter Annual Report and Chapter Financial Report to the National Office.
- ✓ Balance monthly bank statement against any revenue income.

August

- ✓ Balance monthly bank statement against any revenue income.

September

- ✓ Balance monthly bank statement against any revenue income.

October

- ✓ Balance monthly bank statement against any revenue income.

November

- ✓ Prepare Chapter business report for Chapter Annual Business Meeting.
- ✓ Balance monthly bank statement against any revenue income.
- ✓ Sign signature cards for bank accounts to change to incoming treasurer

December

- ✓ Prepare agenda for year close Finance Committee Meeting for year to date
- ✓ Balance monthly bank statement against any revenue income.
- ✓ Collect all dues or monies outstanding.
- ✓ Balance books for incoming treasurer.
- ✓ Prepare treasurer's report covering term of office.
- ✓ Arrange for transfer of funds to the new treasurer. Obtain signature cards from banks so new treasurer may draw on funds without unnecessary delay.
- ✓ Complete files and records for delivery to new treasurer.
- ✓ File any end of the year reports to the IRS, state, and city taxation authorities where necessary