

TREASURER

1. Shall serve as custodian of all monies and securities belonging to the Association and to receive, disburse and hold the same.
2. Shall receive and monitor component dues from ADHA.
3. Shall report current bank balances at each business meeting (regular and BOD) and request any outstanding debts.
4. Shall submit all name and address changes to TDHA Treasurer, GADHA Secretary, Webmaster, and GADHA Membership Chairperson.
5. Shall maintain an accurate roster of GADHA membership.
6. Shall explain all forms to appropriate persons; (example—reimbursement forms). All receipts must be originals.
7. Shall encourage officers and committee chairpersons to turn in expense statements as incurred and announce a deadline for all reimbursement requests at the last meeting of the year.
8. Shall serve as Budget and Finance Chairperson.
9. Shall submit an end of the year financial report to the BOD for approval.
10. Shall disburse money by check only.
11. Shall, monthly
 - a. Balance checking and savings accounts and report balances at the monthly meetings and Board meetings. Receive and reimburse expenses to officers and committee chairpersons as necessary.
 - b. Receive ADHA membership rosters updating names, addresses, and new members in the treasury files.
 - c. Deposit checks for income to GADHA from monthly meeting income (CEs) website ads, fundraising, sponsorship, etc.
12. Shall be aware of all money transactions that take place at any GADHA events and/or meetings.
13. Shall assist the President as needed.
14. Shall maintain and monitor 501 (c) (6) status.
15. Shall monitor credit card possession, expenses, receipts, and payments.
16. Shall review signature authority.

TREASURER'S GUIDELINES FOR MONETARY CORRESPONDENCE

RECEIPTS:

1. All receipts must be originals.
2. If the above is not available, then a handwritten receipt could be substituted at the BOD's discretion. This is so that the full responsibility does not involve one person in case it is a large amount in question.
3. The item or items of purchase should be circled or highlighted on the receipt if there are other purchases not Association related.
4. No reimbursement checks will be written at the monthly meetings. Prior arrangements can be made so that the check may be delivered at the meeting.

REIMBURSEMENTS:

1. Checks should be cashed within one month after receiving them.
2. All reimbursement checks should be cashed by May 31 of each year.

MOST IMPORTANT TO REMEMBER

ALL RECEIPTS MUST BE SUBMITTED BEFORE MAY 31 DUE TO FINANCIAL RECORDS/BOOKS CLOSING ON THIS DAY FOR THE YEAR. THIS ALSO HELPS WHEN COMPLETING THE END OF THE YEAR REPORTS.