### Mission statement
To ensure the Chapter's financial records and other reporting requirements are completed in an accurate and timely manner

## Key Responsibilities
- Maintain financial records of the Chapter in accordance with the parameters established by the Chapter Board of Governors and International Headquarters
- Prepare required monthly and annual statements and reports of financial activity
- Invest excess Chapter funds according to the direction of the Board and Investment Committee
- Prepare a monthly Balance Sheet and P&L statement, along with YTD P&L and Budget-to-Actual Report
- Pay all bills and ensure that the designated Assistant Treasurer makes all deposits on a timely basis
- Ascertain that the allotments received from International are both timely and accurate

## Key Reporting / Deliverables
- Annual budget process runs from June to August of each year
- Treasurer reports to President and works closely with President to finalize budget
- Preparation of monthly financial statements for presentation at each monthly Board meeting
- Preparation of IRS Form 1099’s for those that receive in excess of $600 for services rendered, due by 1/31
- Preparation of IRS Tax Return for exempt organizations, by 10/15
- Prepare financial records for the annual external audit
- Meet all reporting requirements from IIA Headquarters

## Key Events
Work with the President, Board members, and the CAP reporting officer to ensure that reporting dates are met each year. Ensure that there is an independent audit of the financial books of record each year between June – August. Audited financials must be sent to IIA Headquarters each year. Other dates noted in their appropriate sections.

## Current volunteer opportunities and commitment
Estimated monthly commitment for Treasurer role is approximately 40 hours per month.