

Board Position – Treasurer

MERA financial records are to be maintained on a cash basis. Receipts will be recorded and reported in the year they are deposited. Expenses will be recorded and reported in the year checks are dated.

Review audit procedures and maintain minimum records as required.

1. Receive and disburse all Association funds as required. Funds should be deposited as soon as possible after receipt. As noted in the procedures for Trips, member payments are held until there is assurance the event is a “Go”. Disbursements must be authorized by the Board of Directors (Board) in accordance with the Association’s By-Laws.
2. Maintain a record of all receipts and disbursements, including requests for checks and all bank deposits. Check request forms should be signed by a member of the Board, preferably the associated Committee Chair,
3. Reconcile monthly membership receipts with Membership Committee Chairperson.
4. Prepare a monthly report of receipts and disbursements for the monthly board of directors’ meeting. Treasurer’s Report and Financial Summary Report. The Financial Summary Report shall show year-to-date receipts and expenditures compared to the approved budget. Advise the Board when a proposed expenditure will cause a budgeted item to be exceeded. Present a verbal report of receipts and disbursements to the members of the Association at the scheduled membership meetings.
5. Maintain all records as recommended by sound auditing procedures.
6. Perform any financial related duties as requested by the Board of Directors.
7. Provide all required documents for Annual Audit.
8. Oversee and maintain the check signature authority with the bank/Credit Union, which provides for signers to include the president, vice president, treasurer and assistant treasurer.
9. Give the bank / Credit Union Authorization Form to the Board Secretary for filling in the MERA organization files.

In addition to the Treasurer, there is an Assistant Treasurer (appointed position) who has the same responsibilities as the Treasurer, including check preparation and disbursement.

