**Chapter Treasurer - Job Description (from National APIC Treasurer’s Manual)**

The APIC Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the local APIC Chapter and submits reports in a timely manner. The Chapter Treasurer has a fiduciary responsibility to exercise prudent and reasonable care for the assets of the chapter. The Chapter Treasurer’s tasks include

**Administration**

* Retain file copies of your chapter’s charter, bylaws, federal tax ID number.
* Establish and maintain a checking account.
* Retain files for the last five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
* File tax returns electronically to IRS annually (starting with 2016 tax year)

**Accounting**

* Deposit cash receipts into chapter’s checking account and maintain a record of the amounts & source(s) of each deposit.
* Review expense requests and vendor invoices, write checks as appropriate and maintain a record of each disbursement.
* Maintain a cash ledger to account for available funds and reconcile to monthly bank statements.
* Prepare financial reports (Balance Sheet, Income Statement, Cash Receipts Journal and Cash Disbursements Journal) at least quarterly.

**Reporting**

* Present financial reports to the Chapter President and Board of Directors, at least quarterly, disclosing key financial transactions and variances from budget.

**Budgeting**

* Solicit budget requests from chapter program leaders and officers.
* Compile a comprehensive chapter budget proposal based on budget submissions from program leaders and officers.
* Present the comprehensive budget proposal to the chapter board and lead the discussion to approve the budget as proposed or as modified by the chapter board.
* Distribute the approved budget to chapter officers and program leaders with budgetary responsibility.