

TREASURER

The Treasurer of Unit 526 has the following duties:

Accounts:

The Treasurer shall maintain the financial accounts ensuring that signature cards are properly updated within 30 days of assuming office. One signature shall be required on the regular checking account with the President or Vice-president serving as an alternate. Two signatures shall be required on other accounts. The President, Vice-President, Treasurer or another member of the Board as selected by the Board are authorized to sign signature cards.

Unit Events

The Treasurer shall pay the bills and collect the money at games as necessary.

Records and Reports

The Treasurer shall keep a record of expenses and receipts so that they may be available for audit. The Treasurer shall submit a monthly report at each regular Board meeting. The Treasurer shall submit annual report at the first Board meeting after the annual election.

Inventory

The Treasurer shall keep a record inventory of all accountable assets including duplicate boards, computer equipment, coffee appliances etc.

Taxes

The treasurer shall:

- File State and Federal tax returns in accordance with ACBL policies.
- If required, prepare and submit tax documents (e.g. 1099B forms) for persons employed by the Unit.