

## **Florida Occupational Therapy Association**

### **Treasurer**

*Executive Board*

### **Job Description**

#### **GENERAL DESCRIPTION**

The Treasurer is to oversee, monitor, report, and distribute the finances of FOTA in response to the financial obligations of the Association. The Treasurer shall be elected chosen from a slate of occupational therapists or occupational therapy assistants who have been in good standing with FOTA and AOTA for 1 year prior to nomination. The Treasurer shall serve a term of 3 years and shall not hold office for more than 2 consecutive terms.

#### **DUTIES AND RESPONSIBILITIES**

1. Shall be the custodian of funds for this Association.
2. Shall work collaboratively with the President and Association's accountant to address the financial obligations of the Association.
3. Shall be empowered to sign checks and other financial obligations of the Association. The President serves as the backup.
4. Shall track all revenue and expenses of the Association using an approved electronic accounting program. Oversight is provided by the accountant.
5. Shall submit a financial statement at regular meetings of the Board with the guidance from the Accountant.
6. Shall prepare the annual budget for the Association.
7. Shall discharge other duties as designated by the President or Board.
8. Shall develop the Association budget for presentation in June:
  - a. Beginning in April, prepare an annual budget based on committee needs for the upcoming fiscal year as presented in tentative budgets submitted to the Treasurer by Coordinators; and FOTA operating and membership needs for the upcoming fiscal year as presented by officers and members in tentative budgets.
  - b. Prepare a proposed income statement for the upcoming fiscal year, with assistance of the accountant, based on projected interest on funds; projected income from membership fees and donations; projected income from the Association's meetings and workshops; projected income from fundraising projects.
  - c. Present proposed budget with proposed income and expense statements to the Board for approval at the June Board meeting.
9. Shall prepare reports
  - a. At each Board meeting, present a current report of income/expenses, balances, etc.

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- b. At the end of each month, provide accountant with the account categories of each expense and income transaction and review the monthly income statements.
  - c. At the end of each fiscal quarter, review the balance sheet and quarterly income statement.
  - d. Work with the Accountant to assist in preparation of annual corporate tax returns and for preparation of an outside audit.
  - e. At the Annual Business Meeting, present a report of the Association's financial status to the membership.
10. Shall be responsible for the receipt of all Association funds via check, cash, or credit card and record electronically with the assistance of the accountant.
11. Shall be responsible for the disbursement of funds and with the assistance of the accountant:
- a. Shall monitor the Associations bank account(s) and enter into electronic bookkeeping system all expenses paid with the Association's credit cards.
  - b. Payment by check for other expenses will be handled electronically from the Association's bank account. These must be entered into the electronic bookkeeping system.
  - c. Electronic payments to the legal representative, Memberclicks, Moolah, and Quickbooks are done automatically and entered into the electronic bookkeeping system.
12. Shall demonstrate a high level of accountability
- a. In collaboration with the Accountant, assure that all records are to be kept up to date and available for audit or review at all times.
  - b. Prepared to discuss the financial status of the Association with any member in an open and direct manner.
  - c. With the assistance of the Accountant, will keep the Board informed of any circumstances that could affect the distribution of funds as budgeted.
  - d. At the end of each fiscal quarter, all records required for filing the IRS tax forms for non-profit organizations (501(c) 6) will be given to the Accountant for preparation and filing.
13. All state forms, corporation forms and/or any additional financial disclosure forms must be completed, with the assistance of the Accountant and filed promptly. Including:
- a. Corporate Annual Report from the State of Florida in January. Annually file an electronic report, make payment via check or credit card and submit before May 1.
  - b. Accountant will prepare Form 941 for Treasurer to sign and send to IRS. Any individual receiving \$600 or more for services rendered to the Association must be issued Form 1099 with the exception of the Accountant. Form 1099 is done on a calendar year (January 1 – December 31). This will be completed with the Accountant.
  - c. File IRS form 1096 and 1099 by February 28.
14. Prior to July 1, pass along to the incoming Treasurer user names and passwords to allow continued use of the electronic bookkeeping system.
15. Signature cards and corporate resolutions for each checking account, savings, and/or other funds must be obtained and the following signatures obtained: President and Treasurer. Each account should require one signature per transaction.

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16. The corporation seal, a copy of the corporation resolution and a copy of the award of non-profit status will be maintained by the President.

### **MEETINGS**

The Treasurer will attend all Board meetings, teleconferences, membership meetings and conferences. If the Treasurer is unable to attend, then the President is to be notified as early as possible so arrangements can be made to cover obligations.

### **ATTACHMENTS**

Policy 1.6 Record Keeping

Policy 1.7 Format for Association Reports

Policy 2.1 Conference Registration Costs

Policy 2.2 Website Advertising

Policy 3.4 Honorary Membership

Policy 3.5 Reduced Membership Fees for OT and OTS 65 and No Longer Employed

Treasurer (8-16) (1)

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