

JOB DESCRIPTION

FOTA Group: Executive Board

FOTA Position: Treasurer
Treasurer-Elect

Last Reviewed/Revised on: 6/15/00, 10/14/05, 7/10

GENERAL DESCRIPTION

Treasurer: The Treasurer is to oversee, monitor, report, and distribute the finances of FOTA to the Board and the membership. The Treasurer shall serve a term of 3 years and shall not hold office for more than 2 consecutive terms.

Treasurer-Elect: Shall be chosen from a roster of occupational therapists or occupational therapy assistants who have been in good standing with the FOTA and AOTA for 1 year prior to nomination. The Treasurer-Elect shall hold a term of one year before assuming responsibility as Treasurer. The Treasurer-Elect is to gather financial information and shadow the Treasurer during the year and observe preparations of fiscal budget, reports and disbursements of funds.

GENERAL DUTIES AND RESPONSIBILITIES

1. The Treasurer shall be the custodian of funds for this Association. The Treasurer will work collaboratively with the President and Association's Accountant to address the financial obligations of FOTA.
2. The Treasurer is empowered to sign checks and other financial obligations of FOTA. The President serves as the backup.
3. The Treasurer tracks all revenue and expenses of the Association using Quick Books. Oversight is provided by the Accountant.
4. With the help from the Accountant, the Treasurer submits a financial statement at regular meetings of the Board.
5. The Treasurer prepares the annual budget for FOTA
6. The Treasurer shall discharge other duties as designated by the President or Board.

BUDGET (COMPLETED IN JUNE)

1. Beginning in April, the Treasurer begins preparing an annual budget based on committee needs for the upcoming fiscal year as presented in tentative budgets submitted to the Treasurer by Committee Coordinators; and FOTA operating and membership needs for the upcoming fiscal year as presented by officers and members in tentative budgets.
2. 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 FOTA meetings and workshops; projected income from fundraising projects.
3. Present proposed budget with proposed income and expense statements to the Board for approval at the June Board meeting.

REPORTS

1. At each Board meeting, the Treasurer will present a current report of income/expenses, balances, etc.
2. At the end of each fiscal quarter, all necessary bank deposits, balance sheets and cancelled checks will be given to the Accountant via Quick Books for review and preparation of the year end report.
3. The Treasurer will work with the Accountant to assist in preparation of annual corporate tax returns and for preparation of an outside audit.
4. At the Annual Business Meeting, the Treasurer will present a report of the Association's financial status to the membership

RECEIPT OF FUNDS

1. All FOTA funds whether check, or credit card will be submitted electronically to insure proper accounting of organizational funds.
2. The Treasurer, or Board designee, is responsible for all entries of the above to QuickBooks. Electronic payments for dues using PayPal must be transferred by the Treasurer, or Board designee, monthly into the FOTA bank account. MemberClicks file must then be updated on the Web site.
3. The Treasurer, President, and Board designee will have access to the online banking system for real time account of all FOTA transactions and funds.

DISBURSEMENT OF FUNDS

1. The Treasurer will monitor FOTA bank account and enter into QuickBooks all expenses paid with FOTA credit cards.
2. Payment by check for other expenses will be handled electronically from the FOTA bank account. These must be entered into QuickBooks.
3. Electronic payments to the lobbyist and Accountant are done automatically and entered into QuickBooks.

ACCOUNTABILITY

1. The Treasurer, in collaboration with the Accountant, will assure that all records are to be kept up to date and available for audit or review at all times.
2. The Treasurer will be prepared to discuss the financial status of FOTA with any FOTA member in an open and direct manner.
3. The Treasurer, with the assistance of the Accountant, will keep the Board informed of any circumstances that could affect the distribution of funds as budgeted.
4. 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.
5. All state forms, corporation forms and/or any additional financial disclosure forms must be completed by the Treasurer, with the assistance of the Accountant and filed promptly. These include:

- a. Corporate Annual Report from the State of Florida arrives 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 FOTA 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.
6. Prior to July 1, the Treasurer will pass along to the incoming Treasurer user names and passwords to allow continued use of the QuickBooks.
7. FOTA will maintain at its current banking institution (SunTrust Bank or its designee) the Lela Llorens Research Fund savings account.
8. 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.
9. 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

1. FOTA Board Meetings as scheduled. There are 2 face to face meetings as well as teleconferences each year.
2. FOTA Membership Meeting.
3. Leadership Planning Meeting at the discretion of the President.