# TREASURER

## **INSTRUCTIONS FOR TREASURER**

Upon assuming your position as treasurer, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to review the Ceremony of Initiation booklet and be ready to participate in an exemplification when it is scheduled in your yearbook unless there has been an initiation during the year (before it is scheduled), or your chapter has an initiation team. As with all officers, the treasurer should have access to the President’s Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. As soon as possible you are to take the online training for chapter treasurers that is available on the P.E.O. International website. It is located under Local Chapter Online Training.

##  **TREASURER CALENDAR**

### **EVERY MONTH**

1. Call roll and record attendance at every meeting.
2. Prepare Treasurer’s Monthly Report using the Treasurer’s Monthly Report to Chapter form (download from International website).
3. Deposit receipts in a timely manner. (When initiation fees are received, the check should be held until the candidate is initiated). New member emblems are not to be ordered until after the member is initiated.
4. Pay bills as approved by chapter vote.
5. Send philanthropic donations to state treasurer throughout the year. You may send donations once or on an ongoing basis. **Chapter donations are sent to the state treasurer with the current Transmittal Form, available on the state website.** Individual donations are sent directly to the P.E.O. Executive Office or to Cottey College and not through the chapter books. These donations may be made by the sister online with a credit card. There is also a form on the international website to accompany an individual’s check.
6. Balance checkbook after statement is received.
7. Order officer supplies as needed.

### **MARCH**

**Outgoing Treasurer**

1. Close books on the last day of February. Make sure all dues checks have been deposited. Balance books.
2. Give books to the auditing committee so auditing report can be prepared in March. (Audit committee guidelines are found on the International website,)
3. Meet with the president and corresponding secretary to verify that membership numbers agree. This is critical that both agree with membership number at end of year, including recent inactive members.
4. The President then approves reports online.
5. Send completed and signed IRS Form with check for dues and assessments to state treasurer before March 10. Check to make sure D matches D!
6. When a letter of release (approved Annual Report) is received from the state treasurer, give one copy to the president, and retain one copy for treasurer files. Read the release report to chapter when received so that it is included in the minutes..
7. Prepare roll call sheets for the upcoming year. Names should appear as in corresponding secretary’s enrollment book, although nicknames may be used when calling roll. Make separate lists for resident and non-resident members.
8. Fill in or print online new membership cards for all active members and mail to active non-resident members (if your chapter still issues membership cards).
9. New bank signature cards will need to be changed and signed, if applicable (when treasurer or president changes).
10. Transfer books to new treasurer. Be sure to go over procedures and explain forms and processes thoroughly.

**Incoming Treasurer**

1. Sign new signature cards with bank. President should also sign.
2. Review Instructions to Officers of Local Chapter (IOLC) and treasurer training video (both found on the International website).
3. Become familiar with all forms and procedures for philanthropic donations.
4. Download forms for receipts/expenses from the International website. Review all forms and download any others as needed.
5. Begin numbering all receipts in March beginning with #1.
6. If it is a chapter custom, order gavel guard for president’s pin. (Some chapters order the guard at the beginning of the president’s term, others at the end of the president’s term).

### **APRIL-DECEMBER**

1. Prepare a budget using previous year’s expenses as a guideline. (A budget is not required). If you have a budget, early budget preparation gives officers and committees a framework for expenses. Remember, a budget is a guideline for chapter income and expenses. All disbursements, i.e. bills or donations, even if on the budget, must be voted on at a regular meeting.
2. Philanthropy donations may be made any time after a chapter fundraiser is held, but donations must always be accompanied with the completed Transmittal Form.
3. Remind chapter members they may make personal donations at any time using the “Individual Donation Form” found on the International website. Members send these forms directly to the Executive Office or Cottey College depending on the individual’s donation selection. Individuals may also use the Gift Giving page on the International website to make online donations using a credit card.
4. Use the Bed and Breakfast Ledger sheets from the International website if your chapter hosts a P.E.O. Bed & Breakfast.
5. Submit Bed and Breakfast Insurance as a bill to be paid and then send payment to International.
6. Begin sending any gifts your chapter wants considered in this year’s convention reporting.

### **JANUARY**

1. Notice of Dues may be distributed to members at the meeting and must be sent to those not in attendance and to non-resident members. (It is a good idea to include a self-addressed envelope to make it easier for members to send in their checks).
2. The treasurer will accept dues from those who are ready to pay.
3. Have dues cards prepared for each member and give to sister when her dues are paid.
4. Send any additional gifts your chapter wants considered in the current year’s convention reporting.
5. All donations (including project giving, IPS Partners in Peace and its accompanying form, PSA Laureate, ELF Legacy, PCE Brighter Tomorrow, STAR Constellation, and Cottey College Luminary chapter contributions) should be received by the state treasurer no later than January 31.

### **FEBRUARY**

1. Continue to collect dues and hand out membership cards as dues are received.
2. In the second week of February, make a reminder call to members who have not paid.
3. A chapter may vote to pay the dues for a member who is not capable. (See Explanation of Dues Advancement under treasurer’s forms on the International website).
4. Close books on the last day of February. Verify membership numbers with corresponding secretary and write the last check of the fiscal year for dues and assessments and send with Annual Report.