

Date Submitted: 12/99

Office: Treasurer

General Description of Office:

The Treasurer shall be responsible for all monetary matters including preparation of the budget of this Association and shall be responsible for submitting a financial report to the membership at its annual meeting and/or meeting of the Executive Council.

This officer is responsible for the following committees: Budget Committee.

Specific Responsibilities	Time Line
1. Select the chair for the committee listed above. Meet with committee members and develop charges for the committee.	As necessary/on-going
2. Present the names of all committee members to the executive Council at the fall meeting for approval.	Fall of each year
3. A written report, prepared by the Business Manager reviewed and approved by the treasurer, is submitted to each officer at all scheduled council meetings which reflects the current income and expenditures from the various budget categories.	At scheduled Council meetings
4. Monitor spending from each of the approved budget categories and sign checks for payment of PSHA expenditures.	On-going
5. Provide expense vouchers to Council members, Business Manager, and others as directed by Council for the reimbursement of expenses incurred traveling to and from Council meetings.	At scheduled Council meetings
6. Provide a signed approval to the Business Manager for making withdrawals from PSHA savings and/or investment accounts.	When needed
7. Consult with the Business Manager and recommend to Council placement of any PSHA monies into specific savings or investment accounts.	When appropriate
8. Provide Council members with budget request forms.	Fall Council meeting
9. Prepare the annual PSHA Budget with the Budget Committee.	October/November
10. Submit the annual PSHA Budget to Council for approval.	November/December
11. Submit financial reports to the members at the annual meeting which include.	Annual Business Meeting
11.1 Final accounting of the financial assets and liabilities of the previous fiscal year (prepared by the Business Manager).	

Treasurer

Specific Responsibilities	Time Line
11.2 A report of the recently approved and/or revised fiscal year budget (prepared by the Business Manager).	
11.3 A report of the independent audit (furnished by the Business Manager).	
12. Make recommendations to Council regarding the financial condition of the Association, and when necessary, the means for increasing the Association's income.	On-going
13. Serve as Treasurer for PSHA-PAC to monitor income and expenditures in cooperation with the Business Manager.	On-going