ACLCP Tip Sheet
Treasurer

Duties:

- Make all payments by check or bank card
- Pay all properly verified obligations after confirming appropriate funds are available
- Issue receipts for funds collected, upon request
- Support all payments with invoices or proper documentation
- Complete an Expense Voucher (see attached form) for all ACLCP transactions
- Ensure that all goods/postage/supplies are received
- Deposit all money in a timely fashion
- Keep checkbook currently balanced
- Balance each account statement monthly and document on spreadsheet or statement
- Prepare the annual budget as directed by the Executive Committee
- Report on financial condition of the ACLCP at each meeting of the Executive Committee
- File and hold all accounting records for the appropriate retention periods (other than those kept in Archives at Shippensburg University)
- Maintain all financial records
- Prepare financial statements (as needed)
- Prepare IRS reports (as needed)
- Prepare financial reports and submit to appropriate committees as needed
- Prepare and send institution membership dues each June. Collect payments, notify members and other parties who are in arrears
- Send meeting vouchers to directors after dues have been paid
- Attend all Executive Committee meetings
- Act as Chairperson of the Investment Committee

Things to Remember

- **Treasurer term** of office shall be two years
- **Bonded**: Treasurer may be bonded at the discretion of the Governing Board
- **Domain Name**: The ACLCP domain name (ACLCP.org) is paid each year in January
- **Incorporation**: ACLCP was incorporated on July 1, 1986. Teeter, Teeter & Teeter of Gettysburg, PA. Entity Number 0928803 at the PA Dept of
State, Corporation Bureau. Decennial Payment for Association was made on 6/12/2001 with above agency. Paid up until 2021.

- **Ready Assets**: PNC Checking
- **Annual Audit** (June of each year)
- **Retention Period**: ACLCP Archives (at Shippensburg) should keep the records for the retention period of seven years. This shall include: Bank deposit slips, bank statements, checkbook register, payment vouchers/invoices, and financial reports. After retention period, records can be destroyed
- **Treasurer’s reimbursements**: (i.e. mileage, supplies, etc) must be approved by President
- When a new Treasurer takes office, the outgoing Treasurer will pass on all records.
- Treasurer will meet at least 1 month prior to leaving office to transfer information to incoming Treasurer
- Treasurer may be removed from office for misuse of funds.

Revised 6/7/12, Revision 6/10/13- N. Staron, acting Treasurer
ACLCP EXPENSE VOUCHER

SUBMIT TO ACLCP Treasurer:

| DATE PAID:          | ______________ |
| CHECK #:           | ______________ |

DATE SUBMITTED:_________________________

PAY TO: __________________________________
ADDRESS: __________________________________
_________________________________________

MEETING/CONFERENCE ATTENDED:_____________________________

DATE:___________________________ LOCATION:___________________________

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>TRAVEL BY CAR:</td>
<td>___________ MILES @</td>
<td>$</td>
</tr>
<tr>
<td>TOLLS: (Attach receipts)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TELEPHONE: (Attach receipts or itemized bill)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>POSTAGE: (Give brief description of mailings – attach receipts)</td>
<td>$</td>
<td></td>
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<tr>
<td>SUPPLIES: (Envelopes, folders, etc.- attach receipts)</td>
<td>$</td>
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<tr>
<td>PRINTING: (Brochures, flyers, etc. -please attach sample copy)</td>
<td>$</td>
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<tr>
<td>REGISTRATION FEES: (Attach receipts)</td>
<td>$</td>
<td></td>
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<tr>
<td>MEALS: (Attached receipts)</td>
<td>$</td>
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<tr>
<td>LODGING__________________________MOTEL/HOTEL IN</td>
<td>$</td>
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<td>_________________________<strong>/__<strong><strong>NIGHTS @ $</strong></strong></strong>________</td>
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<tr>
<td>AIR FARE/OTHER TRAVELING EXPENSES: (Attach receipts)</td>
<td>$</td>
<td></td>
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<tr>
<td>WAGES: (Attach detailed description)</td>
<td>$</td>
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<tr>
<td>OTHER: (Attach detailed description)</td>
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<tr>
<td>TOTAL VOUCHER… (ALL receipts MUST be attached)</td>
<td>$</td>
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USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION.

Revised 8/245/04