

## 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:** \_\_\_\_\_

<b>TRAVEL BY CAR:</b> _____ <b>MILES @</b> _____ <b>Mile</b>	<b>\$</b>
<b>TOLLS: (Attach receipts)</b>	<b>\$</b>
<b>TELEPHONE: (Attach receipts or itemized bill)</b>	<b>\$</b>
<b>POSTAGE: (Give brief description of mailings – attach receipts)</b>	<b>\$</b>
<b>SUPPLIES: (Envelopes, folders, etc.- attach receipts)</b>	<b>\$</b>
<b>PRINTING: (Brochures, flyers, etc. -please attach sample copy)</b>	<b>\$</b>
<b>REGISTRATION FEES: (Attach receipts)</b>	<b>\$</b>
<b>MEALS: (Attached receipts)</b>	<b>\$</b>
<b>LODGING</b> _____ <b>MOTEL/HOTEL IN</b> _____ / _____ <b>NIGHTS @ \$</b> _____	<b>\$</b>
<b>AIR FARE/OTHER TRAVELING EXPENSES: (Attach receipts)</b>	<b>\$</b>
<b>WAGES: (Attach detailed description)</b>	<b>\$</b>
<b>OTHER: (Attach detailed description)</b>	<b>\$</b>
<b>TOTAL VOUCHER... (ALL receipts MUST be attached)</b>	<b>\$</b>

**USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION.**

Revised 8/245/04