

**APA Florida Executive Committee  
Treasurer Duties**

By-Laws Description

**ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

11. Treasurer

The **Treasurer** shall be responsible for the maintenance of the Chapter financial records.

Duties of the **Treasurer** shall include the following:

- a) Assist the President and Executive Director in preparing an annual budget;
- b) Provide a quarterly financial report, to include a current balance sheet and an income statement reflecting Chapter financial operations;
- c) Coordinate with the Executive Director expenditures relating to the strategic operational plan and functions of the Chapter Office on a timely basis;
- d) Coordinate with the Executive Director an inventory of all Chapter property;
- e) Coordinate with the Executive Director the annual independent audit or compilation report of the Chapter financial records;
- f) See that the results and summaries of the Chapter's annual independent audit or compilation report are posted on the Chapter website within thirty (30) days of review and approval by the Executive Committee;
- g) Develop and secure adoption and maintenance of the Chapter's financial procedures manual by the Executive Committee;
- h) Ensure that financial documents are available and in order to facilitate the preparation and filing of the Chapter's annual tax statements;
- i) Serve as Chair of the Financial Planning Committee;
- j) Carry out any other duties assigned by the President.

**ARTICLE IX - COMMITTEES**

11. Financial Planning Committee

- a) The Committee shall consist of the President-Elect; Immediate Past President; Vice-President for Section Affairs; **Treasurer**, and up to three (3) other members appointed by the President.
- b) The **Treasurer** shall serve as Chair.
- c) The Committee shall annually review the Budget and its correlation to the Chapter's Strategic Operational Plan to determine whether the targets are being achieved.
- d) The Committee shall identify and recommend programs for ensuring the organization's financial health for long-term existence and viability. The Committee may consider such programs as a foundation, endowment, or other financial management mechanism to ensure sustainability of the organization.

**ARTICLE XI – FINANCIAL MANAGEMENT**

1. Budget and Strategic Operational Plan

- a) The fiscal year shall be from January 1st until the following December 31st.
- b) The President shall oversee the preparation of the biennial Strategic Operational Plan which sets forth the general strategies the Chapter will pursue in achieving its goals for the year and is directly related to the budget. The draft Strategic Operational Plan shall

be submitted to the Executive Committee for their consideration and recommendation prior to the Annual Membership Meeting.

c) The President and Executive Director, with the assistance of the **Treasurer**, shall prepare the annual budget. The draft annual budget shall be submitted to the Executive Committee for their consideration and recommendation prior to the Annual Membership Meeting.

d) The Strategic Operational Plan and budget shall at a minimum be noticed and summarized in the Chapter Newsletter and posted in full on the website prior to the Annual Membership Meeting. The Strategic Operational Plan and budget shall be presented to the membership at the Annual Membership Meeting for their consideration and approval.

e) The Strategic Operational Plan and budget as adopted pursuant to these By-Laws shall serve as the basis for the financial management of the Chapter and may be amended from time to time by majority vote of the Executive Committee. Amendments to the budget will be posted to the Chapter website.

## 2. Chapter Financial Management

a) For the purpose of ensuring fiscal responsibility, the Executive Committee shall adopt a financial procedures manual prescribing the duties, budget formats, timetables, standards and procedures for managing the Chapter's finances.

b) The Executive Committee shall assure that an annual independent audit is conducted for even-numbered fiscal years and an independent compilation is conducted in odd numbered years and that a summary of the audit or compilation is posted on the Chapter website within thirty (30) days of review and approval by the Executive Committee. The audit or compilation summary will also be published online and the availability to view the audit online will be noted in the next edition of the Chapter Newsletter and will be available at the Annual Membership Meeting. APA Florida members may also request a copy of the audit or compilation summary by mail.

c) Chapter accounts shall at all times be open to inspection by the membership and requests for record inspection shall be coordinated through the **Treasurer**.

## 3. Financial Reports

In addition to overseeing the annual independent audit or compilation the **Treasurer** will also oversee the preparation of annual and quarterly financial reports for review and approval by the Executive Committee.

### Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings and biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.
- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting
- Serve on Financial Management Committee. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs