

## **Veterans for Veterans**

PO Box 5331  
Pagosa Springs, CO. 81147



The Treasurer is responsible for overseeing the management and reporting of Veterans for Veterans of Archuleta County finances. The specific duties of the Treasurer are stated in this organization's bylaws.

**Section 7: Executive Committee.** There shall be four (4) officers of the Board consisting of President, Vice President, Secretary, and Treasurer.

**Treasurer.** The Treasurer shall make a financial report at each Board and regular meeting. The Treasurer shall chair the finance committee, assist in the preparation of the annual budget, help develop fundraising plans, and make financial information available to the Board members and the public upon written request. Record keeping will be accomplished by generally accepted accounting procedures.

### **ARTICLE V – COMMITTEES**

**Section 3: Finance Committee.** The Treasurer is chair of the Finance Committee, which includes two (2) other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members.  
The Board must approve the budget and all expenditures must be within the budget. The budget must be presented at the annual meeting for approval by the membership.

The Treasurer's duties include:

The Treasurer manages the financial affairs of the organization, including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer manages who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer creates and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies. Policies include check signing authority and expense reimbursement.

The Treasurer is responsible for preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The development of a budget that supports the organization's goals and drives decision-making is an important part of an organization's success. The budget is reviewed and approved by the board then by the members at the annual meeting.

The Treasurer must maintain all of the organization's financial reports. The Treasurer must keep the board informed of the organization's fiscal health. The Treasurer is also responsible for completing, or ensuring the completion of, required financial reporting forms including the IRS Form 990 in a timely manner and making these forms available for the board and member's review.

The Treasurer must be able to explain financial concepts and information for board members as well as the members who do not have financial backgrounds or substantial financial experience. **The Treasurer should have some formal accounting or bookkeeping training and be familiar with GAAP.**

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