

Topeka Genealogical Society Policies and Procedures

**Reference of Bylaws, Article VI, Section 2; Article VII, Section 1 & 2
and Article X, Section 2a**

Treasurer

Purpose

Perform duties of the Treasurer

Scope

Duties are general in nature and all activities or responsibilities of this position are not necessarily listed below

Duties

1. Serve as custodian of all Society funds and keep accurate records. Any change to checking/savings accounts, credit/debit cards, CDs, PayPal and any other financial instruments held in the Society's name, must have board approval
2. Deposit funds as directed by the Board and disburse Society funds as approved or directed by the Board, and maintain proper vouchers and documentation
3. Prepare monthly and annual financial statements for the Board, assure all required reports to state and federal government entities are completed properly and filed in a timely manner
4. Prepare or cause to be prepared, financial statements to be included with any other required reports; with input from the Board, the Treasurer shall draft an annual budget for approval. This budget will be presented at the October Board Meeting.
5. Manage and secure the Society's debit/credit card
6. Maintain monthly and annual financial statements at the Society Library and in the BOD cloud account
7. Acknowledge donations over \$10 to memorial funds held by the Society with thank you letters
8. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings

This policy was approved by the TGS Board of Directors on May 11, 2017;
Amended 4/12/18