

Chapter Treasurer

Most NARFE chapters have the position of Treasurer. However, a number of the chapters have combined this function in the position of Secretary/Treasurer or Financial Secretary. Relatively few have an Assistant Treasurer. This pamphlet is addressed to those having the responsibility of keeping the chapter's financial records.

In chapters having a Financial Secretary, the Treasurer's responsibility and actions discussed in this pamphlet are generally divided between these two positions. In such instances, the financial functions related to membership and dues generally are handled by the Financial Secretary.

Duty #1: Be fully informed of the chapter treasurer's responsibilities.

Duty #2: Process dues and other chapter revenues

Treasurer's Responsibilities

A chapter treasurer fulfills the vital function of keeping the financial records accurately and current. Basic responsibilities are to:

- ★ Receive chapter dues from national office and collect chapter dues from social and associate members and other moneys owed or collected by the chapter;
- ★ Deposit dues from national office and other chapter funds received in a federally insured financial institution, preferably in an interest-bearing account;
- ★ Disburse funds only as authorized by the chapter president or other officers or groups as specified in the chapter's bylaws and policies;
- ★ Keep an accurate record of all chapter income and expenses;
- ★ Make a financial report at each meeting (see form F-38, Chapter Treasurer's Report);
- ★ Reconcile membership records and dues paid, in coordination with the secretary and membership chairmen (see Form F-37, Chapter Member's Info Card);
- ★ Prepare budgets and provide financial projections for planning purposes.
- ★ Forward national and chapter dues received from new members to the national treasurer, using an F-16 transmittal sheet.

Processing Dues

Under the unified dues system members pay their national and chapter dues direct to the National Office. National Life Members, and those on Dues Withholding for national dues only can pay their chapter dues to the national office or direct to the chapter (the chapter would notify national). Chapter dues collected by the national office are remitted to the chapter monthly with a listing of the members and the amounts paid. The chapter will also receive \$2.00 for each new member recruited.

Forward any checks received by the chapter for national and/or chapter dues to the national office. If a check should be made payable to the chapter, it must be endorsed by the chapter as payable to NARFE before forwarding to the national office.

Social and associate member dues collected at chapter meetings are retained by the chapter. Do not forward these dues to the national office. Members paying social and associate dues should receive a receipt, and a copy kept for the chapter records.

Duties & Responsibilities: Chapter Treasurer

Duty #3: Maintain all chapter records that pertain to money.

Maintaining Records

- ★ Books should be posted after each transaction while events are fresh in your mind.
- ★ At a minimum, a two column journal should be kept showing all transactions chronologically.
- ★ Receipts, canceled checks and letters of transmittals involving money should be retained to support the journal entries (these can be kept in large envelopes or folders).
- ★ At the end of each month, the chapter books and the bank statement should be reconciled.
- ★ Keep checks with the bank statement to be available for audit.

Below is a suggested journal format for recording receipts and expenditures. There are columns for the date, and the nature of transaction such as amount received and amount paid out.

General Journal			
Date	Item	Received	Paid Out
Feb. 7	Balance from previous period	\$156.35	
Feb. 7	Newsletter printing Ck. #174		\$26.00
Feb. 7	Jim Dandy sold aluminum	\$22.50	
Feb. 9	Sue Smith, Associate Dues	\$4.00	
Feb. 9	Printing Costs, Ck. #175		\$18.00
Feb. 10	Alzheimer's contributions received	\$60.00	
Feb. 11	Alzheimer's contributions remitted		\$60.00
Feb. 16	Chapter dues received from nat'l	\$125.00	
	Subtotal	\$367.85	\$104.00
	Cash balance in bank/on hand		\$263.85
	Total	\$367.85	\$367.85
Mar. 1	Balance forward to new period	\$263.85	

The journal should be tallied no less frequently than the end of each month. The two total blocks must agree. If not, find the error and make corrections.

Duty #4: Cooperate with the secretary

Working in Tandem

- ★ The treasurer, secretary and membership chairman periodically compare their files so chapter rolls of members are always accurate.
- ★ It is particularly important that this be done accurately as of December 31 of each year, since both the dues paid to the state federation and the number of delegates to the federation convention are based on the number of members in good standing on this date.
- ★ The semi-annual membership roster furnished by the national office in April and October of each year provides a semi-annual opportunity for the treasurer or financial secretary and the chapter secretary to reconcile the chapter's membership roster with that of the national office.

Duty #5: Use suggested forms and supplies

The following forms and materials are recommended for your information and use. Those showing a form number can be ordered from the Supply Section, NARFE, 606 N. Washington St., Alexandria, VA 22314

- ★ Chapter and Federation Officers Manual (F- 10)
- ★ Chapter and federation constitution and bylaws
- ★ Chapter members information card,
- ★ Application for national and chapter membership,
- ★ National dues received without dues notice
- ★ A Chapter treasurer's report
- ★ Transmittal sheet (dues) (F- 16)
- ★ Requisition for Printed Supplies (F- 18)
- ★ Journal
- ★ Receipt book with carbon to make an original and at least one duplicate, according to chapter procedure