

## FSMTA Treasurer

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### General duties:

*(From Bylaws Article VIII, Section 7)*

- All officers shall:
  - present written reports at each meeting of the Executive Board
  - maintain current job descriptions and Manual of Procedure to be passed along to their successors.

*(From Bylaws Article VIII, Section 8)*

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

*(From Bylaws Article XIII, Section 6)*

- The Treasurer shall receive all monies, chair the Budget Committee, and pay all expenses up to the amount specified in the Budget. (See Article XIII, Section 1) The books of the Treasurer shall be reviewed annually.

### Specific duties are:

- Receive all monies with enclosed pink forms, mail receipts and new pink form.
- Pay all expenses up to the amount specified in the Budget as received on yellow reimbursement form with receipts attached.
- Chair the Budget Committee which meets during the State Conference. The Budget Committee members are the President, President-Elect and all Vice-Presidents.
- Budget Committee shall review and act upon requests for any expenditures above the budgeted amount. The Association shall not be responsible for unauthorized expenditures.
  - **At the Winter Board Meeting 2008, a motion was carried that the following procedure be followed for budget amendments:**
    - **For overages between \$0 and \$100 – the Treasurer will decide and make the appropriate budget amendment.**
    - **For overages between \$100 and \$500 – the Treasurer and President will decide the appropriate budget amendment.**
    - **For overages above \$500 – the Budget Committee will decide the appropriate budget amendment based on the recommendation of the Treasurer and President. This will require a unanimous vote from all members of the Budget Committee. E-mail will be an acceptable means of communicating and voting on budget amendments.**
- Budget Committee shall consider proposing a dues increase to membership during even years.

- Prepare proposed budget and present it to the Budget Committee and Executive Board at State Conference.
- The books of the Treasurer shall be reviewed annually by a member of FSMTA. Books consist of a checkbook, journal, and ledger. Plan to spend part of a day each week on duties.
- Balance checkbooks monthly (checking in Wachovia). Leave \$5000 in account to avoid bank charges.
- Make interest bearing deposits of monies for FSMTA not needed at the moment in Schwab money market accounts.
  - Use Money Link for transfers to and from Schwab and the bank.
- Handle tax correspondence and reports.
- ~~Make available to Executive Board and Chairs copies of the current FSMTA Florida Consumer's Certificate of Exemption from state sales tax.~~
  - ~~This may not be used for District or Local Association expenditures.~~
- Prepare an annual report for FSMTA at end of fiscal year (June 30<sup>th</sup>). Mail it to Editor for publication, a copy to the President, and present this report to the Executive Board at State Conference meeting.

**A suggested time-table for duties follows:**

**Monthly duties**

- Receive semi-monthly dues rebates from MTNA.
- Receive from VP for Membership new member MTNA membership applications and dues.
- Send National dues and applications to MTNA.
- Send District dues to District Treasurers.
- Send Local dues to Local Treasurers.
- Receive and pay bill for FSMTA newsletter publication.

**November – odd year** (at time of elections)

- Plan to attend State Conference.
- Attend State Executive Board meetings.
- Treasurer is elected during the State Conference but does not take over the position from the outgoing Treasurer until July 1 of the next even year (during the interim, the outgoing Treasurer keeps the newly elected Treasurer aware of their activities).
- Meet with outgoing Treasurer to sign signature card for bank accounts.
- Outgoing Treasurer makes arrangements for an audit of the books through the previous fiscal year to be completed before the Summer Board Meeting. The audit report will be presented at the next Summer Executive Board Meeting.
- Acquire stationery from Corresponding Secretary. This can be done at this and each Board meeting attended as needed.

- Sales tax exemption Certificate #7 expires 07/31/2009 and must be renewed before that date. See last renewal application in file for guidelines on filling-in new one.

**February – even year**

- Attend Executive Board meeting.
- Meet with outgoing Treasurer to be updated on Treasury activity.

**June – even year**

- Attend Executive Board meeting.
- June 30<sup>th</sup> receive checkbooks, ledger, etc. from Treasurer or as soon as they have completed the annual report.

**July – even year**

- Mid-July receive request from President-Elect for annual donation to the MTNA Foundation of \$50 (or more). Send this donation directly to the National office on behalf of FSMTA.

**September – even year**

- Receive bill and pay \$100 for an ad in the Southern Division program.

**October – even year**

- Receive from MTNA \$750 toward Commissioned Composer award; state awards \$750. Prepare check for composer of \$1500.
- Receive request from VP for MTNA Student Events and prepare checks for MTNA Competition adjudicators.
- Prepare a written report for the State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Prepare proposed budget. Plan for Budget Committee to meet.
- Invite members of the Budget Committee to meeting at State Conference including: State President, President-Elect, Vice-President for FSMTA Competitive Student Events, and Vice-President for FSMTA Non-Competitive Student Events.
- Prepare verbal report to be given at a General Session during the State Conference.

**November – even year**

- Treasurer makes arrangements for an audit of the books through the previous fiscal year to be completed before the Summer Board Meeting. The audit report will be presented at the next Summer Executive Board Meeting.
- Attend State Conference and attend State Executive Board meetings.
- Pay expenses to Executive Board members and State Chairs.
- Give verbal report during General Session.
- Pay Conference expenses such as Certified Members Reception, MTNA Competitions adjudicators' breakfast and lunch.

- Receive back from Conference Treasurer the \$1000 seed money advanced for conference start-up expenses.
- Transfer \$1 per member from Association account to FSMTF (Scholarship Development Fund).
- Send \$1 per member to Southern Division Travel Fund.
- November 15<sup>th</sup> IRS Forms 990-EZ are due for FSMTA.

**January – odd year**

- Pay Southern Division assessment of \$1 per member.
- Pay sales tax to State of Florida on sales of non-educational materials.
- Department of State reports due and the assessment of \$61.25 for each organization, FSTMA and FSMTF.
- IRS Form 1099 sent to any person receiving over \$600 per year (usually the Commissioned Composer) mailed by January 31.
- Prepare a written report for the February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Receive request and pay to State Conference Treasurer the \$1000 seed money advanced for conference start-up expenses.

**February – odd year**

- Attend Executive Board meeting.
- Pay expenses to Executive Board members and State Chairs.
- Form 1096 sent to IRS by March 1<sup>st</sup> transmitting a copy of the 1099 Form.

**March – odd year**

- Assessment for Southern Division reception at MTNA Conference due.

**April – odd year**

- Receive monies from entry fees for State Competitive Events.

**May – odd year**

- Receive request for payment of adjudicators for State Competitive Events; mail checks to VP for State Competitive Events.
- Prepare a written report for the June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

**June – odd year**

- Attend Executive Board meeting.
- Pay expenses to Executive Board members and State Chairs.
- Push Executive Board members and State Chairs to get all bills and receipts turned in before June 30<sup>th</sup>.
- Expect expenses relating to State Competitions for VP and Chairs.

**July – odd year**

- Mid-July receive request from President-Elect for annual donation to the MTNA Foundation of \$50 (or more). Send this donation directly to the National office on behalf of FSMTA.
- Prepare annual report. Send copy to State President and Editor. Annual statement should show current dues in the income part of the statement, and prepaid dues at the end to balance the total funds to the cash accounts.

**September – odd year**

- Receive bill and pay \$100 for an ad in Southern Division program.

**October – odd year**

- Receive from MTNA \$750 toward Commissioned Composer award; state awards \$750. Prepare check for composer of \$1500.
- Receive request from VP for MTNA Student Events and prepare checks for MTNA competition adjudicators.
- Prepare a written report for the State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Prepare proposed budget. Plan for Budget Committee to meet.
- Invite members of the Budget Committee to meeting at State Conference including: State President, President-Elect, Vice-President for FSMTA Competitive Student Events, Vice- President for FSMTA Non-Competitive Student Events and in-coming State Treasurer.
- Prepare verbal report to be given at a General Session during the State Conference.

**November – odd year (at time of elections)**

- Outgoing Treasurer makes arrangements for an audit of the books through the previous fiscal year to be completed before the Summer Board Meeting. The audit report will be presented at the next Summer Executive Board meeting.
- Pick up from the Wachovia bank branch and Schwab a signature card to be signed by the newly-elected Treasurer at State Conference.
- Attend State Conference and attend State Executive Board meetings.
- Meet with newly-elected Treasurer and have them sign a signature card for bank accounts.
- Request from Recording Secretary a copy of the minutes from the General Session during which elections took place which lists the newly-elected officers.
  - Take the copy of the minutes with the signed signature card to the Wachovia bank branch and Schwab normally used.
- Pay expenses to Executive Board members and State Chairs.
- Give verbal report during General Session.
- Pay Conference expenses such as Certified Members Reception, MTNA Competitions adjudicators' breakfast and lunch.

- Receive back from Conference Treasurer the \$1000 seed money advanced for conference start-up expenses.
- Transfer \$1 per member from Association account to FSMTF (Scholarship Development Fund).
- Send \$1 per member to Southern Division Travel Fund.
- November 15<sup>th</sup> IRS 990 EZ Form is due for FSMTA.
- Outgoing Treasurer makes arrangements for an audit of the books through the previous fiscal year to be completed before the Summer Board Meeting. The audit report will be presented at the next Summer Board Meeting.

#### **January – even year**

- Pay Southern Division assessment of \$1 per member.
- Pay sales tax to State of Florida on sales of non-educational materials.
- Department of State reports due and the assessment of \$61.25 for each organization, FSMTA and FSMTF.
- IRS Form 1099 sent to any person receiving over \$600 per year (usually the Commissioned Composer) by January 31.
- Prepare a written report for the February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Receive request and pay to State Conference Treasurer the \$1000 seed money advanced for conference start-up expenses.

#### **February – even year**

- Attend Executive Board meeting.
- Meet with the newly-elected Treasurer to update them on Treasurer activities.
- Pay expenses to Executive Board members and State Chairs.

#### **March – even year**

- Assessment for Southern Division reception at MTNA Conference due.

#### **April – even year**

- Receive monies from entry fees for State Competitive Events.

#### **May – even year**

- Receive request for payment of adjudicators for State Competitive Events; mail checks to VP for State Competitive Events.
- Prepare a written report for the June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

#### **June – even year**

- Attend Executive Board meeting.
- Pay expenses to Executive Board members and State Chairs.
- Push Executive Board members and State Chairs to get all bills and receipts turned in before June 30<sup>th</sup>.
- Expect expenses relating to State Competitive Events for VP and Chairs.

- Prepare annual report. Send a copy to State President and Editor. Annual statement should show current dues in the income part of the statement, and prepaid dues at the end to balance the total funds to the cash accounts.
- If possible on June 30<sup>th</sup> turn over all Treasurer materials, Manual, files, etc. to newly elected Treasurer.