

TREASURER

DUTIES

1. Serves as the disbursing officer of the chapter, member of the board of directors, and chair of the budget committee.
2. Keeps full and accurate accounts of all receipts and disbursements in the chapter financial files. Such records may be in either paper or electronic format.
3. Is authorized by the board of directors to sign checks, bank drafts, money orders, or other financial or legal instruments in the name of Pride of Kentucky Chapter, Inc.
4. Makes disbursements from all chapter accounts.
5. Recommends to the President the appointment of a Financial Secretary and works in close partnership with her. The appointment is subject to board ratification.
6. May designate Individuals to receive monies at rehearsals, meetings, etc. who turn over all monies to the Treasurer at the conclusion of the meeting. For example, an individual may collect payments for items on sale, tickets, all events passes, etc.
7. Pay chapter bills, reimbursements, and rents by check or other delivery method in the name of the chapter. Such bills include monthly renewal of SAI memberships, recharter fees, and Regional assessments.
8. Disburse the funds of the chapter with approval of the president within the authorized budget limitations, or as specifically authorized by the board of directors when not a budgeted item.
 - a. Any member requesting reimbursement shall submit an official disbursement form and receipts.
 - b. The treasurer shall retain said disbursements forms for five (5) years.
9. In partnership with the Financial Secretary, keep current records of dues payments by each member. Furnish the Board of Directors with a list of names of those members in default of dues periodically as requested.
10. Manage the chorus debit cards. Authority to use is granted when the cards are authorized at the bank and with the assumption that use is limited to appropriate chorus expenses. The primary user is the Treasurer.
11. Manage the chorus PayPal account, the chorus Zelle account, and other accounts by which the chorus receives or disburses funds.
12. Manage all financial matters associated with the chorus domain, the chorus website, chorus cloud storage, and other software accounts.
13. Provide a financial statement at each monthly board meeting, at the annual business meeting, and whenever requested by the president or board of directors. Include all transactions and the financial condition of the chapter.
14. Prepare, with the board appointed budget committee, an annual budget to present to the board of directors for approval.

15. Prepare annual budget summaries for budget committee meeting.
16. Arrange for the annual audit of the books of the treasurer at the close of the fiscal year, as directed by the board of directors. The cost, if any, shall be paid by the chapter.
17. See to the preparation of the Form 990 tax forms for filing to meet the September 15 deadline.
18. Turn over books and records in either paper or electronic format in good condition when the term of office ends and assist in training the new treasurer to ensure a smooth transition.
19. Maintain financial files in either paper or electronic format, along with copies of correspondence, tax returns, receipts, financial reports, and bank statements for no less than the five (5) previous years.

Pride of Kentucky Chorus

Revised and approved: 08/28/ 2025