

Section Leadership Descriptions and Responsibilities

Treasurer

This document is intended to provide Executive Committee Treasurers with a detailed description of their role and responsibilities.

Monitor section spending and fund balance

- At the beginning of each month, the OSB Accounting Dept. will send you a Financial Report that shows the revenues and expenditures of your Section. These reports also show changes in section memberships, including paid members and comped members. Past reports can be found [here](#).
- At each Executive Committee meeting, you will be asked to report on the budget and financial health of the Section. You don't need to be an accounting expert, just list how much was spent, how much is remaining, and if there is a change in the section membership headcount. There will be additional training in the beginning of the year for Treasurers.
- As noted in the [Standard Section Bylaws](#) Article IV, Section 4.

Coordinate check requests and reimbursements with the OSB Accounting Department

- When the Executive Committee needs to pay for something using a check or ACH transfer, the Treasurer will handle completing and submitting [Payment Requests](#) when something is being paid using Section Funds.
- When an Executive Committee member completes an [Expense Reimbursement Request](#) (with the spending approved by the Executive Committee) the Treasurer reviews and submits the form to the OSB Accounting Dept. The OSB Member Expense policy can be found [here](#).
- If the Section receives funds from an organization, the Treasurer will complete and submit a [Cash Received](#) form to the OSB Accounting Dept.
- If the Executive Committee wants to make a [Charitable Donation](#), ensure the organization has been approved by the Board of Governors, and submit a [payment request](#) to the OSB Accounting Dept.
- When filling out the above mentioned forms, the Treasurer will need accounting codes for specific expenses and revenues, which can be found [here](#).

Submit the proposed annual budget to the OSB Accounting Department

- The OSB Accounting Dept. will contact you near of the end of Summer with a template for the following year's Section budget. Between the time of receiving the template (it will have a prepared budget for you) the Executive Committee may request changes to be made.

- If the Executive Committee wishes to change their dues, this is reflected in the proposed budget and is due by **October 15**. If the Executive Committee does *not* wish to change their dues, the proposed budget is due by **December 1**.

Evaluate Member Assessment Fee and Request Waiver (if Applicable)

- In addition to providing the proposed budget for the next fiscal year, the OSB Accounting Dept. will alert you of a Member Assessment Fee charged to all Sections for [administrative services](#) provided by OSB. The current per capita fee is \$24.00.
- A Section with a fund balance as of December 31 exceeding two years of Section membership fees will be charged the full per capita fee, and sections with a fund balance less than two years of membership fees will receive a 50% subsidy of the per capita fee.
 - Additional [Treasurer Guidelines](#), [Training](#), and forms can be found online [here](#)