

# Convention

Treasurer (Revised Aug. 2011)

1. The recommended clean time for Treasurer is five (5) years.
2. Opens and maintains a bank account for the Convention Committee (Opening and closing an account requires the involvement of the ASC Statutory Agent.)
3. Obtains signature cards and is one of four authorized signers on the checking account. Checking account must require 2 signatures for all checks (other signers are the Chair and Vice-Chair). No signer's should be in "Check System".
4. Makes prompt deposits to Convention bank account of all funds received prior to and during the convention.
5. Keeps accurate and updated records of all expenditures and receipts for all financial expenditures. A copy of said receipts is maintained by the Convention Treasurer. The original receipt must be forwarded to the ASC quarterly in March, June, September, and December. All final receipts from the current year convention must be received at the ASC meeting in March.
6. Writes all checks to vendors and pays all bills. All checks written to vendors and for reimbursement must be pre-approved by the Full Body (Convention Committee).
- 6a) No money is to be spent by any member without prior approval from the Full Body (Convention Committee).
7. Submits a typed financial report that includes outstanding checks in conjunction with an attached current balanced bank statement at each monthly Convention Committee meeting and to the ASC as well.
8. Maintains separate records for all Subcommittees that generate revenue.
9. Balances books at the end of the Convention, submits final financial statement, and prepares final check for 100% of proceeds to be submitted to the ASC in April; This contribution excludes the pre-registration amount for the upcoming convention.
10. Keeps records available for audit(s).
11. Maintains P.O. Box for the convention and distributes incoming mail to appropriate Committees [This responsibility is shared with Registration Chairperson].
12. The Treasurer(s) should be bonded where possible.

## ATTENDANCE

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

Responsible Management of Funds