

# CASN TREASURER

## JOB DESCRIPTION

### Role and Responsibilities

- *Serve as Chair Person of Finance Committee (President, President Elect & appointed person with working knowledge of finance)*
- *Maintain financial stability of organization, including by not exclusively, assets for 6 months operation expenses plus annual conference budget*
- *Responsible for the safekeeping and accounting of all funds and disbursement of funds as directed by the Executive Board*
- *Provide monthly financial report to CASN Executive Board*
- *Serve as treasurer and member of the annual School Nurse Conference Committee*
- *Maintain active membership in CASN/NASN unified*
- *Other duties as assigned by President*

### Tasks

- *Submit annual draft budget in September. Budget is compiled from Executive Board and transition meeting strategic planning goals.*
- *Prepare financial records when school begins (August or September) for corporate tax filing.*
- *Provide documents for July internal audit. It is suggested that the annual internal audit be performed by the Finance Committee.*
- *Reconcile checkbook & money market monthly. Send reconciliation report to President or Co-treasurer.*
- *Treasurer will need access to a PC for QuickBooks program. Back up disc is provided to co-treasurer on monthly basis.*
- *Treasurer will need access to First Bank for deposits & withdrawals. Xerox all checks and attach to deposit slip and bank receipt.*

- *Sales tax – complete the following four forms quarterly: Colorado Sales Tax & Return, RTD, Denver Sales/Use Tax Return and 17a (state, special district, city & county form). Maintain separate line item for sales products.*
- *Responsible for maintaining current status of 501©3 tax status.*
- *Collect W9 on all service providers paid more than \$600.00.*
- *Send 1099 form by January 30 to all said providers.*
- *First of November – Order 1099 & 1096 forms from IRS website.*
- *End of February – Send 1096 Annual Summary & Transmittal of US information returns to IRS.*
- *Maintain treasurer files. Yellow folders should be packaged in a manila envelope at the end of the fiscal year, dated, and earmarked to be kept for an additional 5 years. Red folders are kept indefinitely. Miscellaneous folders can be kept at treasurer's discretion.*