



Central PA

1653 Lititz Pike #1026
Lancaster, PA 17601
215.767.2819

@AIGACentralPA
centralpa.aiga.org

Treasurer

The Treasurer ensures the responsible management of the Chapter's financial resources. The Treasurer manages financial planning for the group and submits monthly budget reports at general Board meetings.

Duties Include:

- Keeping financial accounts in good standing by means of bookkeeping, managing checking and other bank accounts, preparing and/or filing financial reports with National, the IRS, and the State of Pennsylvania (if required), and maintaining historical spending records for events;
- Keeping physical records of key financial forms and documents (i.e., IRS 990 tax returns and non-profit status forms);
- Checking AIGA Central Pennsylvania post office box periodically (i.e., at least once per week), processing and/or disbursing mail;
- Working with the President to prepare and file an annual report with AIGA National;
- Preparing and disbursing a monthly Treasurer's Report at each Board meeting, including a summary of banking activities and balances, checks deposited, expenses paid, etc.;
- Recording revenue and expenses associated with each Chapter event or activity;
- Working with board members and/or event leads to prepare a final profit and loss statement for each event, as part of a monthly budget report;
- Managing use of the cash box (i.e., ensuring that adequate change and a receipt book are provided, that good cash handling practices are followed, and that admission and other fees are collected at the door) at each Chapter activity or event;
- Ensuring that the incoming Treasurer receives a complete set of financial records and relevant financial files, documents and instruments (i.e., accounting software, a calculator, checkbook, etc.);
- Making recommendations to Board for monetary technology, softwares and processes, as needed.