

IYANW Treasurer

Job Description

Attend scheduled meetings.

Receive monies by mail from IYNAUS and Membership Chair and deposit what is owed to IYANW membership into IYANW bank account.

Disburse what is owed to IYNAUS for their portion of membership fees or for *Rahasya* subscriptions.

Receive and deposit monies earned or donated to Scholarship (Grant) Fund and keep separate accounting of these funds.

Receive expense receipts from fellow board members and reimburse them.

Pay any invoices owed to IYNAUS or other vendors when directed to by other board members as allowed by IYANW by-laws.

Track all transactions on Quicken.

Balance monthly bank statement to Quicken report and to checkbook register.

Provide a copy of the most recent Bank Statement and Reconciliation Report to the President prior to each board meeting.

Send a \$100 check at the beginning of December to Guruji for the annual Service Mark fee.

Prepare and present financial reports for all IYANW Board meetings.

Prepare and file the annual IRS and State filing requirements.

Prepare Annual Budget based on figures from the prior year.

Other duties as assigned by the President or agreed upon by the board.

Last updated July 2011