



APS Treasurer's Duties and Roles

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The Treasurer is the chief financial officer of the organization and all monetary transactions are to be channeled through the office. Monitoring financial health, recording transactions, making payments and reporting are all key roles in which the treasurer plays. The Treasurer works closely with the Membership Chair, Bulletin Editor, Seed Program Chair, Publications Chair, Auction Chair and Website Manager, Convention Steering Committee and any other APS entity which deals with monetary exchange. The Treasurer's position involves a number of highly specialized activities and numerous account observations.

- 2 year terms elected by BOD.
- Any member of APS may be nominated for Treasurer and they need not be a Director.
- The Treasurer is elected by the APS Board of Directors prior the General Annual Membership Meeting.
- The Treasurer may be removed from office by the BOD for failure to act in the best interests of APS.

Duties

- 1) Attend all Board of Director meetings and supply a summarized report via email for the period prior to the meeting (1 or 2 weeks prior to the meeting).
 - a. Summarized report should include:
 - i. Total assets of APS (including accounts)
 - ii. Profit/Loss
 - iii. Key transactions
 - iv. Comments pertinent to transactions during the period
- 2) Upload a copy of all reports to Admin Storage of the APS website
- 3) Work with a Certified Public Accountant (CPA) to produce an annual audit of APS Financial Records. Work with the CPA is typically done in the months of September, October or November. After an audit is completed the treasurer will produce a fiscal report. Audit results are to be uploaded to Admin Document Storage on the APS Website.
- 4) Fiscal Report is to be printed in the Bulletin, or an addendum to the Bulletin, on an annual basis.
- 5) Pay Annual Registration to the State of Missouri (State of APS Non-Profit registration). The CPA generally performs this activity, but the Treasure will monitor.
- 6) File tax statement annually. (CPA involvement).
- 7) Produce a yearend cumulative report to be read and distributed at the Annual General Membership Meeting.
- 8) Invoice and Record keeping (uses Quickbooks) for the following:
 - a. Record membership transactions from website, convention and mail-in submissions. Work with Membership Chair to finalize benefit statements and correspondence.
 - b. Record publication sales transactions from website, convention and mail-in submissions. Work with Publications Chair to coordinate sales.
 - c. Record auction profits/costs/losses from website, convention and other. Work with Auction Chair to finalize transactions.

- d. Record and make payments for Bulletin design, layout, printing and mailing. Work with APS Editor and Editorial Group to secure invoices.
 - e. Record payments from commercial advertisers and produce invoices as needed. Coordinate this function with APS Editor and Editorial Group (Advertising Manager).
 - f. Record donations from Website, Auctions, Conventions, Mail-in or other sources.
 - g. Record payments required for APS Website maintenance. Work with Website Managers to coordinate.
 - h. Record and make payments to members performing activities which require reimbursement for APS related work.
 - i. Record and make payments to secure an Annual Convention venue and other related needs. Work with Convention Steering Committee and Board of Directors to coordinate.
- 9) Report transactions with President via email. Supply documents of accompanying transactions.
- 10) **Produce an annual Membership Report to be submitted to the President no later than May 15 each year.** This report will be included in the “Minutes and Proceedings” for the year. (Earlier reporting may be necessary if the Annual Convention occurs at an earlier date).
- a. **Report should include:**
 - i. Prior year’s fiscal report
 - ii. Year-to-date financial summary