



## TREASURER GUIDELINES

1. Responsible for receiving, depositing and disbursing all VHIMA monies.
2. Deposits and disbursements need to be made in a timely manner.
3. Is responsible for administering the Financial Policy.
4. Ensures receipt and maintenance of appropriate documentation supporting disbursements and deposits.
5. Ensures disbursement and deposits are applied to the appropriate line item for budgeting purposes and to assist with preparation of the annual tax return.
6. Prepare financial report for each Board meeting and the Annual meeting as outlined in the Financial Policy.
7. Serve as Chairman of the Finance Committee as outlined in the Financial Policy.
8. Review Delegate expense reports to ensure expenses are within travel guidelines. Report the information to the Board without revealing individual Delegate names.
9. Prepare or arrange for preparation of the annual tax return.
10. Should an emergent situation arise and the Treasurer is unable to perform their duties, the President will step in to assign someone to take over the responsibilities.
11. Treasurer will supply the President with the most current Banking account number.

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