

TREASURER

The TREASURER shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Keep liability insurance updated. This is currently included in the conference liability insurance.
- Record the financial activities of PBEA including all income and expenses.
- Prepare a financial statement for the first Executive Board meeting and for publication in the *PBEA Journal*. The outgoing Treasurer shall prepare this fiscal statement for his/her year as Treasurer.
- Prepare a Treasurer's Report for each Executive Board meeting. The Treasurer's Report should include actual spending figures to date, the budget figures, and a measurement of both favorable and budget variances.
- During the Treasurer's term of office, he/she will establish a checking and/or savings account, which will be maintained by the Treasurer. The Treasurer will be allowed to select the bank of his/her choice. A second officer's signature shall be required on all vouchers for PBEA members' expenses.
- Prepare a tentative budget for the present fiscal year for discussion at the second meeting of the executive board. This budget should be detailed to show amounts for Executive Board activities.
- Record the financial activities of the conference.
- Assume the conference responsibility of preparing a summary of the Treasurer's Reports for the year. All dues, convention registrations, and any other income, both cash and checks, should be forwarded to the Treasurer.
- Maintain a file of all bank statements, canceled checks, receipts, and expense vouchers.
- Orient the incoming Treasurer to the duties of that office and turn over all materials after all conference financial records have been cleared.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.