

TEDA Treasurer Time Line

NOTE: See “Flex Dates / Ongoing Items” at the end of Time Line for ongoing items or items where dates may change as schedule requires.

September

Contact CPA concerning review and taxes.

Send information requested by the CPA.

Collaborate with the Board Treasurer of the previous fiscal year regarding the audit of the completed fiscal year following the election of a new Board Treasurer.

Collaborate with the Board Membership Secretary regarding TEDA membership of current chapter officers and membership reimbursements to the local chapter (September 30 per Standing Rules).

October

Collaborate with the Board Membership Secretary regarding any chapter officers who have not joined TEDA for the current year. Write a letter to the chapter designee for whom all chapter officers have not joined TEDA informing the chapter of the amount that is currently being retained by TEDA. Remind chapters of December 31 deadline for reimbursement.

Collaborate with the Board Membership Secretary to ensure that the Quarterly Insurance payment is made upon receipt from the insurance company.

December

Insure that the tax return has been completed and submitted to the IRS no later than December 15.

January

Collaborate with the Board Membership Secretary regarding TEDA membership of current chapter officers and membership reimbursements to the local chapter (January 31).

Collaborate with the Board Membership Secretary to ensure that the Quarterly Insurance payment is made upon receipt from the insurance company.

April

Collaborate with the Board Membership Secretary to ensure that the Quarterly Insurance payment is made upon receipt from the insurance company.

May

Collaborate with Board Past President regarding any recognition items for installation of new officers.

Collaborate with the Board Membership Secretary regarding TEDA membership of current chapter officers and membership reimbursements to the local chapter (May 31).

June

Contact any entities with outstanding bills.

Work with Board President and President-Elect to review and prepare the budget for the upcoming year.

July

Collaborate with the Board Membership Secretary to ensure that the Quarterly Insurance payment is made upon receipt from the insurance company.

Prepare records for fiscal year audit after closure of records (end of July).

Transfer all records/information/materials, timelines, documents, and electronic files to the incoming Treasurer (including an exit audit) within 90 days from the beginning of the new fiscal year for the Association.

Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

Flex Dates / Ongoing Items

Reconcile checkbook monthly.

- Pay and post bills.
- Maintain records of chapter reimbursements, deposits, and bills paid.
- Maintain records of bank statements, summary reports, proposed budgets, Treasurer's reports, and investments.

Contact any entities with outstanding bills.

Write reimbursement checks to Board members for designated expenses.

Review and pay hotel bill for each TEDA Board meeting (other meetings per Board designation).

Prepare and distribute Treasurer's report for each Board meeting.

Note: All correspondence may be electronically completed.