

HUMAN RESOURCE PROFESSIONAL OF CENTRAL PENNSYLVANIA TREASURER

Position Overview

The Treasurer serves as an elected member of the Chapter Board and is responsible for the financial affairs of the Chapter.

Duties and Responsibilities

1. Manages the Chapter's reserve funds.
2. Prepares and presents an annual budget to the Board of directors for approval. Solicit budget input from Board members.
3. Oversees the cash receipts of the Chapter, including, but not limited to, annual dues, Wage Survey fees, meeting sponsorships and guest fees.
4. Oversees disbursements, which include paying Chapter expenses.
5. Reconciles bank statements monthly.
6. Prepares monthly Treasurer's report for the Board and general membership.
7. Works with an outside CPA to have the records reviewed on an annual basis.
8. Brings financial problems or concerns to the attention of the Chapter Board.
9. Represents the chapter in the Human Resources community.
10. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
11. Contributes items for Board approval to be included in annual Chapter goals.
12. Attends and participates in Chapter Board meetings & monthly Chapter meetings
13. Responds to requests of the Chapter President as needed.

Requirements

The Treasurer must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.

Procedures

- 1st week of month, prior to Board meetings, receive Treasurer's Report information from Deb Faesel, review, analyze and create Monthly Notes to Financial statement- give as much detail as possible regarding revenue and expenses for the month. Bring copies of each to the board meeting for all board members. (this can be done earlier as the treasurer's report is usually received by Deb prior to a week before the board meeting)
- 1st week of month, prior to Board meetings, request a breakdown of Dawn's time and include amount and hours in Monthly Notes to Financial Statement

**HUMAN RESOURCE PROFESSIONAL OF CENTRAL PENNSYLVANIA
TREASURER**

- Update monthly comparison spreadsheet (this is something do on my own so you may opt not to do this)
- Annually, generally late November or early December, update budget spreadsheet and prepare budget for coming year. Board members can review budget from previous year(s) and estimate budget for upcoming year. Estimated Revenues and/or Expenses for the upcoming year can then be reviewed and adjusted if needed. Once final the board needs to approve.
- Annually, typically in March after year end financials have been completed, send all financial information to Duane Herman so that he can do taxes and year end audit (Treasurer's Report – Statement of Financial Position for December 31, Treasurer's Report – Statement of Activities for the twelve months ended December 31, including the prior year information, Trial balance as of 12/31, Year end entries, account detail for all twelve months of the year--- the majority of this can be obtained from Deb Faesel particularly the last 3 items)
- Annually make a payment for Directors and Officers General Liability Insurance, bill usually comes automatically in October
- Annually make payment to SHRM Foundation, typically has been \$500 usually paid in November or December
- Annually, generally late November or December, work on Chapter Achievement plan (board book-previous years are included).