



GUIDE FOR COSSAR TREASURER

COSSAR Bylaws, Article IV, Section 1B(4): The treasurer shall receive all money paid into COSSAR, and shall deposit the funds in a depository designated by the Board of Managers. He shall make all routine and incidental disbursements and those covered by the approved budget. Unbudgeted expenses and those in excess of the approved budget shall be submitted at the next Board of Managers' meeting for approval or ratification. He shall keep accurate records of all funds and financial transactions of the society, and he shall turn over such records to his successor when he shall, for any reason, leave office. During his term of office he shall present such records to the Board of Managers for auditing and review when so requested by the board. He may serve without bond, at the discretion of the Board of Managers, but he shall have the privilege of being bonded at the society's expense if he chooses to do so. The treasurer shall be responsible for the preparation and submission of all Federal, State and local IRS and corporate forms (see NSSAR handbook).

1. New Applications. Upon receiving transmittal letter from MS/R write check to NSSAR Treasurer General for the national application fee plus the current year's national dues. Return both check and letter to the MS/R. If applicant is joining a chapter at the time of his application then a check is made to that chapter for its current year's dues along with a letter stating the name, address of the applicant and stating that his application is pending approval from NSSAR. These are sent to the chapter treasurer.
2. Supplementals. Upon receiving transmittal letter from MS/R, write check to NSSAR Treasurer General for the national supplemental fee and return letter and check to the MS/R.
3. Transfers In. Upon receiving a transmittal letter from the MS/R, write check to the NSSAR Treasurer General IF SAR copy is required and return to MS/R.

4. Annual Dues for At Large Members. Keep card file of current at large members containing name, address, national and state numbers. Prepare dues cards (available from Merchandise Direct) and mail to all At Large members including a self-addressed envelope for returning check to COSSAR Treasurer. This should be mailed by 1 October. Mail second notice to those who have not paid by 1 December. Deadline is 31 December; dues received after this time must include a reinstatement letter and fee. Dues from all chapters must be sent to COSSAR treasurer by 15 January. COSSAR treasurer, MS/R and RS/H meet in January to reconcile membership and send check to NSSAR Treasurer for the current year's national dues.
5. Budget. Prepare a balanced budget for the year to be presented at the annual meeting in February. Estimate income based upon dues collected and estimated income from new applications, reinstatements, and supplemental. Estimate expenses for annual meeting, awards, postage, secretarial expenses, etc. Notify Board of Managers if expenses are running over the budget. Prepare report for each Board of Managers meeting and the annual meeting.
6. Treasurer's Report. Prepare report of income and expenses for each Board of Managers meeting and the annual meeting.
7. Expenses. State officers and committee chairmen must submit expenses and include receipts to be reimbursed.
8. IRS and Corporation Records. The treasurer maintains the corporation papers and the Colorado tax exempt certificate.