CASN TREASURER

1. JOB DESCRIPTION
   A. Maintain active membership CASN/NASN unified
   B. Attend all CASN Executive and Full Board meetings
   C. Maintain financial stability of organization, including but not exclusively, assets for 6 months operation expenses plus annual conference budget
   D. Responsible for the safekeeping and accounting of all funds and disbursement of funds as directed by the Executive Board
   E. Serve as the treasurer and member of the annual School Nurse Conference Committee
   F. Other duties as assigned by President

2. ROLES AND RESPONSIBILITIES
   A. Submit annual draft budget in September. Budget is compiled from Executive Board and transition meeting strategic planning goals.
   B. Provide documents when school begins (August or September) for corporate tax filing.
   C. Reconcile checkbook and money market monthly. Send reconciliation report to President or Co-Treasurer
   D. Treasurer to have access to a PC for Quick Book program. Back up disc is provided to Co-Treasurer.
   E. Treasurer to have access to First Bank for deposits and withdrawals.

Updated May 2020
F.  Responsible for maintain current status of 501c tax status

G.  Collect W9 on all service providers paid more than $600.00

H.  Send 1099 form by January 30 to all said providers

I.  Ensure Insurance Policy is updated annually. Outgoing Treasurer to ensure insurance contact information is up to date with current Treasurers and President.

J.  Maintain Treasurer files. Yellow folders should be packaged in a manila envelope at the end of the fiscal year, dated, and earmarked to be kept for an additional 5 years. Red folders are kept indefinitely. Miscellaneous folders can be kept at treasurer’s discretion.

K.  Member of the By-Laws Committee

L.  Two-Year Term (Year One – Co-Treasurer, Year Two – Treasurer), June 1 – May 31