CASN Treasurer
Job Description

Role and Responsibilities

• Maintain active membership by CASN/NASN unified
• Attend all CASN Executive and Full Board meetings
• Serve as Chair Person of Finance Committee (President, President Elect &
  appointed person with working knowledge of finance)
• Maintain financial stability of organization, including but not exclusively, assets
  for 6 months operation expenses plus annual conference budget
• Responsible for the safekeeping and accounting of all funds and disbursement of
  funds as directed by the Executive Board
• Provide monthly financial report to CASN Executive Board
• Serve as treasurer and member of the annual School Nurse Conference
  Committee
• Other duties as assigned by President

Tasks

• Submit annual draft budget in September. Budget is compiled from Executive
  Board and transition meeting strategic planning goals.
• Prepare financial records when school begins (August or September) for
  corporate tax filing.
• Provide documents when school begins (August or September) for corporate tax
  filing.
• Provide documents for July internal audit. It is suggested that the annual internal
  audit be performed by the Finance Committee.
• Reconcile checkbook & money market monthly. Send reconciliation report to
  President or Co-treasurer.
• Treasurer will need access to a PC for QuickBooks program. Back up disc is
  provided to co-treasurer.
• Treasurer will need access to a PC for QuickBooks program. Back up disc is
  provided to co-treasurer on monthly basis.
• Treasurer will need access to First Bank for deposits & withdrawals. Xerox all
  checks and attach to deposit slip and bank receipt.
• Sales tax- Complete the following four forms quarterly: Colorado Sales Tax &
  Return, RTD, Denver Sales/Use Tax Return and 17a (state, special district, city &
  county form). Maintain separate line item for sales products.
• Responsible for maintaining current status of 501c tax status.
• Collect W9 on all service providers paid more than $600.00.
• Send 1099 form by January 30 to all said providers.
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• First of November- Order 1099 & 1096 forms from IRS website.
• End of February- Send 1096 Annual Summary & Transmittal of US information returns to IRS.
• 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.

Updated February 5, 2013