**INDIANA CANCER REGISTRARS ASSOCIATION**

**POLICY AND PROCEDURE**

**TREASURER**

**Office: Treasurer**

**Written by:** **Unknown**

**Revised by: Leslie Woodard, CHCM, CTR**

**Date of Initial Approval:Unknown**

**Revision Dates: 10/2005, 10/2006, 1/2008, 11/2008, 1/2012, 8/2016, 9/2017**

**Date Last Reviewed: 9/21/2017**

**Term of Office:** **One (1) year term**

1. **TERM OF OFFICE:** One year not to exceed two consecutive terms.
2. **COMPOSITION:** One person elected by the membership of ICRA.
3. **RESPONSIBILIBIES:**
	1. Attend all meetings of the Board of Directors and present reports on the financial status of ICRA.
	2. Download current W-9 tax form, complete and send a copy to payees when requested.
	3. Download current 1099-MISC. tax form, complete and send to any person who is paid more than $600 during the year for services (1099 Forms must be post marked by January 31st for the previous calendar year).
	4. Prepare fiscal year report in conjunction with filing of Federal and State Tax Returns (fiscal year is April 1 to March 31).
	5. Balance checkbook and ledger with bank statement monthly.
	6. Distribute checks for all reimbursements and expenses, consulting with the President when needed, i.e. for all purchases over $50.00.
	7. Debit card: will be kept with the checkbook and be utilized only by the treasurer for automatic monthly payments and on rare occasions when electronic payment is required. (i.e. auto monthly website payment)
	8. Deposit all incomes, sending by certified if mailing.
	9. Transfer money between the checking and savings account as needed; *a minimum of once a year* to keep the savings account from going dormant. This can be as little as $1.00.
	10. Submit the appropriated quarterly reports for inclusion in “*The Indiana Abstract.”*
	11. Coordinate membership list with Membership Chairman keeping membership listing current via excel spread sheet, using for confirmation of members for workshops and/or conference registrations.
	12. Coordinate Fall Conference attendee list with Program Chairman if this is an assigned charge of the treasurer.
	13. Prepare reports for ICRA Annual Report.
	14. Present the fiscal year report and quarterly report at the Fall Conference in accordance with the by-laws.
	15. Obtain newest federal mileage reimbursement rate from website [www.irs.gov](http://www.irs.gov), form search type in “Circular E” and report as requested by the President.
	16. Prepare material for audit committee. Needed is check registrar, income/expense information, bank statements ledger. File copy of the audit report in the Treasurer binder when completed.
	17. Coordinates the purchase of the CTR pins upon request of the Ways and Means Chairman or Vice President. If possible purchase as needed at the Annual NCRA Meeting.
	18. The elected treasurer will be installed during the business meeting at the Annual Fall Conference. As per Article XI, Section IV, letter G, the transfer of all pertinent materials of office to incoming officers and committee chairs should take place within one (1) month from the date of the transition of offices. The exception being the Treasurer, who will maintain that office until the first Board of Directors meeting.
	19. Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
4. **Procedure for Transition of Office:**

**Purpose:** For a more effective transfer of office the following is needed:

**Composition**: Nomination Chairman/Treasurer

**Responsibilities**:

1. After the ballots are counted and verified by the Nomination Committee, a memorandum will be sent to membership via method of choice from the nomination committee. This memorandum should state that the ballots were counted and verified and who the officers for the upcoming year will be to include President, President-Elect, Vice-President, Secretary and Treasurer. The date of installation will be noted in the memo.
2. The incoming Treasure, President and President-Elect as well as the outgoing Treasurer will locate and go to a Fifth-Third Bank prior to the first ICRA Board Meeting. The purpose for this visit is to sign the signature card. A copy of the above noted memorandum should be presented at the bank for their records. Note that all other persons should be removed from the current signature card except for the current Treasurer, current President and current President-Elect.

A separate signature card may be applicable for name transfer for the Certificate of Deposit/Bond. CD/Bond signature should be addressed at this same visit.

1. **Re-Issue of Check:**

**Purpose: For guideline in case an issued check is lost in mailing.**

**Composition: Treasurer/President/Person/Business to who check is**

 **Issued:**

1. Each event that occurs with a lost check will be taken into advisement

by the treasurer. If she feels that this should be discussed with the President then it will be done via the media of her choosing.

1. In the case that stop payment is to be issued, that bank will be notified,

Entry in ledgers noted and amount re-entered into accounts. A new check issued with notation on the re-imbursement form as to why check re-issued.

1. If it was decided to re-issue a check and not stop payment, the

lost check is to be voided, when found, returned to treasurer, and attached to the re-imbursement form.

1. **NCRA Registration Payment**

**Purpose: To ensure uniformity in payment of NCRA Member Early Bird**

 **registration.**

1. As pre ICRA by-laws: Article XI, Standing Rules, letter F, at the

First Board of Directors meeting, the Board will determine if ample funds are available to pay NCRA member early bird registration for the President –Elect or other designee from ICRA (this includes Ways and Means education fund also).

1. It is the responsibility of the ICRA member/members to complete the NCRA registration form and mail with a request for payment to the ICRA treasurer in ample time to meet the early bird registration deadline.
2. It is the responsibility of the ICRA Treasurer to mail the registration and check in time for the early bird registration.
3. The Treasurer will make 2 copies of the completed registration form and check.
4. One copy will be filed in the Treasurer’s Manual and the second will be mailed back to the ICRA designee.
5. In the event that the person who has been selected to receive the early bird registration has already pre-paid. A copy of the registration form and check or if possible will be placed in the Treasurer’s Manual with the request for re-imbursement. The reimbursement form will also note who the check for the pre-paid registration is to be made out to (i.e. hospital/member). A copy of the NCRA confirmation will also be accepted.
6. **Request for refund for Educational Programs.**

**Purpose: So that all requests will be handled in the same manner.**

* 1. A disclaimer will be placed on all Educational Programs offered by ICRA with information regarding request for the refund. The request should be sent to the treasurer with the following information: Date, who the request is for, reason for request.
	2. The request will be presented first scheduled Board of Directors meeting following the event, by the Treasurer and refund will be issued if approved. Things to consider when discussing refund would be was the request issued prior to needed counts, printing of information, or any expense that ICRA might incur.
1. **Expenses Procedure:**

**Purpose: To insure that no expenses greater than $50.00 occur with prior approval of the President or Treasurer.**

1. Per ICRA By-Laws, Article XI, Letter J, all members of the Board of Directors must have prior approval for any expenditure over $50.00. A written or verbal estimate of expenses for projects, supplies, etc. is to be submitted to the President. After approval by the President, the approval will be forwarded onto the treasurer for placement in manual with the re-imbursement form.
2. In between Board of Directors meetings, requests for any expenditure over $50.00 must be made to the President. The President will confer with the Treasurer before approval is granted.