

OFFICE OF THE TREASURER

Bylaws: “The Treasurer shall be entrusted with oversight of the collection and safeguarding of the Council's funds. The Treasurer shall work with the association management firm to oversee expenditures, reimbursements and investments of the Council. The Treasurer shall oversee the operation of the CSAP Sponsorship Program, including the solicitation of funds, and communications with potential sponsors. The Treasurer shall be authorized to draw money from the Council's funds to make expenditures. The Treasurer shall submit an itemized financial report at the semiannual meetings or at any called meeting. The Treasurer shall work with a subcommittee of the President, President-Elect and Past-President in order to prepare and submit a proposed budget for the following year at each fall meeting. The accounts of the Council shall be subject to an annual audit by the Executive Board or its designees.”

Duties:

1. To work with the Association’s Management firm regarding all financial matters of CSAP.
2. Review and oversee financial records maintained by the Management firm.
 - Review record of all income and expenses prepared by the Management firm.
 - Approve appropriately documented reimbursement requests.
 - Review quarterly transaction reports from Management Firm.
 - Ensure that yearly incorporation papers and income tax forms are filed.
 - Cosign, with the Management firm, checks written in amounts of more than \$2,000.
3. Monitor collection of membership dues.
 - Assure that Management firm sends out dues notices and follow-up notices.
 - Oversee maintenance of record of member states by the Management firm.
4. Monitor pre-registration fees for Spring and Fall meetings.
 - Confer with President and Management firm to establish fee appropriate to cover expenses. Include costs of:
 - a. Refreshments
 - b. Food functions (Unless paid by host state associations).
 - c. Name tags
 - d. Meeting room charges (if any).
 - e. Audio-visual equipment charges.
 - f. Social activities.
 - g. Duplicating costs for materials to be passed out at the meeting.
 - Include the agreed-upon fee in the annual budget.
 - Request Spring and Fall meeting financial overview from the Management firm.
 - Coordinate and manage sales of Spring and Fall meetings game revenue.

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5. The Treasurer in conjunction with the President, President-Elect, and Past President shall prepare and submit a proposed budget for the following year at each Fall meeting. Prepare annual budget with input from officers.
6. Prepare financial report semiannually for presentation at Spring and Fall meetings.
7. Prepare in conjunction with the Management firm budget projections for Spring and Fall meetings.
8. Ensure that travel and accommodation expenses are covered in accordance with the CSAP Travel Policy for the Spring and Fall meetings for the following:
 - a. President
 - b. Past President
 - c. President-Elect
 - d. Treasurer
 - e. Secretary

In addition, each Commissioner will be provided one night's lodging to assist in defraying the costs for attending the Spring and Fall Board meetings. A separate travel policy is housed with the Operating Procedures and must be followed.

9. Work with the President and Management firm to solicit sponsorship from a variety of sources (e.g., corporations, state associations, vendors) to provide financial or other support for meetings, website, and/or other association activities.
10. In conjunction with the Management firm, provide recommendations to the Executive Board with regard to investments of CSAP (see CSAP Financial/Investment Policy Statements document).
11. Provide semi-annual budget reports to all CSAP members at the Spring and Fall meetings.

Last Revised 09/2011 | 11/2016

OFFICE OF THE TREASURER TIMELINE

January:

1. Confer with the Management firm to prepare and mail Membership Dues Notices.
2. Ensure that there is a plan for the Spring Meeting for solicitation of sponsorships by conferring with the President and the Management Firm. Spearhead or support as needed.
3. Sign approvals for appropriate reimbursement requests.

February:

1. Review fourth quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. Confer with the President about states that have not paid dues within one month of first notice and what plan of action to take.
3. Consult with the President and the Management firm to set the fee and budget projection for the Spring meeting.
4. Sign approvals for appropriate reimbursement requests.

March:

1. Confer with the President about states that have not paid dues within one month of the second notice and what plan of action to take.
2. Sign approvals for appropriate reimbursement requests.

April:

1. In conjunction with the Management firm, prepare financial reports for the Spring meeting (i.e., a detailed one for the Executive Board, and a summary one for the Council).
2. Consult with President and Management firm regarding Spring Meeting expenses.
3. Work with Management firm to file Income Tax form before May 15th.
4. Sign approvals for appropriate reimbursement requests.

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May:

1. Review first quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. In conjunction with the Management firm, manage on-site registrations at the Spring meeting.
3. Sign approvals for appropriate reimbursement requests.

June:

1. Request and study the Spring meeting financial overview from the Management firm. Make recommendations for the following Spring meeting.
2. Sign approvals for appropriate reimbursement requests.

July:

1. Ensure that there is a plan for the Fall meeting for solicitation of sponsorships by conferring with the President and the Management Firm. Spearhead or support as needed.
2. Sign approvals for appropriate reimbursement requests.

August:

1. Review second quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. Sign approvals for appropriate reimbursement requests.
3. Discuss with the Management firm the Fall meeting expenses and revenue projections.
4. Assure that Management firm file Incorporation fee not later than October 1st.

September:

1. Sign approvals for appropriate reimbursement requests.

October:

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1. Consult with President and the management firm regarding Fall Meeting expenses.
2. Prepare budget proposal for upcoming year to be presented and acted upon at the Fall Executive Board meeting. The proposal should be prepared with the participation of the President, President-Elect, and Past President. Submit this information to the President for inclusion on the Executive Board meeting agenda.
3. In conjunction with the Management firm, prepare financial reports for the Fall meeting (i.e., a detailed one for the Executive Board, and a summary one for the Council).
4. Sign approvals for appropriate reimbursement requests.

November:

1. Review third quarter financial report from the Management firm.
2. Request and study the Fall meeting financial overview from the Management firm. Make recommendations for the following Fall meeting.
3. Meet with the Management firm to discuss the Spring meeting expenses and revenue projections.
4. Update the Treasurer part of the Policy and Procedures manual. Meet with incoming Treasurer and President-Elect to facilitate transition (only in odd-numbered years).
5. In conjunction with the Management firm, manage on-site registration at the Fall Meeting.
6. Sign approvals for appropriate reimbursement requests.

December:

1. Transfer previous year's balanced records to new Treasurer (in odd-numbered years only).
2. Sign approvals for appropriate reimbursement requests.