

<b>SEAALAS Standard Operating Procedure</b>		<b>Revision 00 Date: April 20, 2011</b>
<b>Document Title</b>	<b>Office of Treasurer</b>	<b>Page 1 of 2</b>

- I. The Treasurer is an elected official of the Executive Committee.
- II. The Treasurer serves a two-year term.
- III. The Treasurer is a voting member of the Executive Committee
- IV. The Treasurer will be responsible for:
  - A. Maintaining all financial accounts for SEAALAS. At the beginning of the Treasurers term appropriate paperwork will be submitted to change the Treasurers name and address on all accounts.
  - B. Maintaining a monthly ledger of income and disbursements. The Treasurer will provide financial information to other Executive Committee members as required.
  - C. Maintaining SEAALAS Checking Account:.
    1. At present the account is with Bank of America with the address listed as the SEAALAS P.O. Box. Statements are mailed to both the P.O.Box and the treasurer's mailing address.
    2. The only persons approved to sign checks and have electronic access to the accounts to include the check card will be the Treasurer and the Executive Director.
    3. All income should come through the Executive Director, if the treasurer receives money, such as dues, from another source they must inform the Executive Secretary of the transaction.
    4. A ledger will be maintained listing all transactions and entries should be detailed with check number, deposit slip number, person (s) or company name and a brief description. The ledger balance should always match that of the bank monthly statement.
    5. The Treasurer or ED will take the checkbook and check card to all SEAALAS functions in the event a disbursement is necessary.
  - D. Maintaining Money Market Account:
    1. The Money Market account statements will be sent to the P.O. Box and copies forwarded by the Executive Director to the Treasurer.

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<b>Document Title</b>	<b>Office of Treasurer</b>	<b>Page 2 of 2</b>

E. Maintain CD Account:

1. The CD is strictly reserved for the Clinton S. Smith Scholarship Fund.
2. Principal of this fund cannot be used but interest or additional funds may be added to the account.

F. Prepare and present Quarterly Financial Statements at the Executive Committee Meetings. The statement should include a summary of all accounts.

G. The Treasurer is responsible for organizing an annual review binder to include all applicable financial information for the Audit Committee at the end of their first year and again at the end of their second year in office. The financial information is reviewed and audited by the Audit Committee of each term per the Audit Committee SOP. The Treasurer will work with the Audit Committee to clarify or provide any additional financial information required to complete the audit.