

# **Wabash Valley Amateur Radio Association, Inc.**

## **Officers Duties & Responsibilities**

### **Treasurer**

The Treasurer shall have the following duties [*WVARA Bylaws, ARTICLE II, Section IV*]:

1. Receive all money and deposit same in a bank approved by the Executive Board.
2. Make all disbursements after a report of receipts and disbursements at each meeting.
3. Issue all checks with the signature of the Treasurer and one other officer, unless the disbursement has previously been approved by the Executive Board or by the general membership: in which case only the signature of the Treasurer is required. When a second signature is required, the second officer is neither a member of the immediate family of the Treasurer nor a member of the same household.
4. Submit to an annual audit by a committee appointed by the Executive Board and consisting of the President, Treasurer, and two members not on the Executive Board.
5. Insure that expenditures in excess of one hundred dollars (\$100.00) shall be submitted to the Association for approval following prior notification in *The Bandspread*.
6. Send a monthly updated list of those who have paid dues to the Secretary, *The Bandspread* publisher, and any board member who may request it.
7. Perform all other duties pertaining to the office.

Additional duties & responsibilities:

1. Prepare an annual budget to be published in the February edition of *The Bandspread* to be voted on by the membership at the February meeting.
2. File IRS Form 990 every year.
  - Not later than April 15.
3. File the Indiana Business Entity Report every 2 years
  - Not later than April 30 in the odd-numbered years.