



The Institute of Electrical and Electronics Engineers, Inc.

IEEE Baltimore Section

<http://www.ewh.ieee.org/r2/baltimore/>



RESPONSIBILITIES AND FUNCTIONS OF AN IEEE UNIT TREASURER Supplemental Sheet to the Treasurer's Guideline

TERM OF OFFICE

The term of office begins at the start of the calendar year, or as soon as the results of the election are determined, and continue for one year or until a successor is elected and takes office.

DUTIES

The duties of the Unit Treasurer are defined in the Unit Bylaws and RAB Operations Manual.

- Collect financial records from the outgoing Unit Treasurer and make sure all bank accounts have as the **authorized signatories** the new officers and the IEEE Staff Director of Financial Services.
- Assist in the preparation of the Unit budget to be submitted for approval at the first meeting of the Unit Executive Committee. Periodically review the income and expenditures to insure that operations do not exceed the budget and bring to the attention of the Unit Executive Committee any overrun of the budget.
- Attend all meetings of the Unit Executive Committee.
- Enter all receipts and disbursements in an account book and/or computer record.
- Deposit money received in the name of the Unit in a depository determined by the Unit Executive Committee. Please refer to guidelines for bank accounts and investments.
- Prepare monthly bank reconciliations.
- Make disbursements as ordered by the Unit Executive Committee.
- Prepare such financial reports as directed by the Unit Executive Committee.
- Prepare and forward to IEEE by the end of the third week in February, a Financial Statement of Operations (L50) as of 31 December. IEEE will withhold rebates until accurate and complete Financial Statements have been received. Financial Statements will be considered incomplete unless all required Schedules, copies of year-end bank and investment statements and all applicable Subsection, Chapter and Affinity Group Financial Reports are included.
- Prepare and forward to IEEE Headquarters additional financial statements as may be required by the IEEE Executive Committee.
- At term-end, arrange for the transfer of financial records to the incoming Unit Treasurer and advise the bank of the new authorized signatures for each account.