**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**TREASURER**

As Treasurer you shall handle the monies of the Colorado State Council (CSC), collect chapter and area council dues, keep a record of all receipts and disbursements, and prepare the annual budget. You will also fulfill all duties as a member of the Executive and General Boards.

I. Refer to CSC Constitution, By-Laws and Standing Rules for all duties, **please read the complete document.**

II. Treasurer

A. Keep the treasurer’s book up-to-date at all times; advise the President periodically of the dues collected.

B. Monthly list of responsibilities:

1. **August**:

a. Upon receiving Treasurer’s book, update signers on existing checking account. The President will provide an appointment letter. Do not print name of treasurer on checks, only print Colorado State Council of Epsilon Sigma Alpha International. Always have two signatures on the checking account; the Treasurer and either the President or President-Elect.

b. Prepare dues form for the President’s yearbook, CSC Website, and the *Golden Lamp*.

2. **September**:

a. Prepare and present a proposed budget for Fall CSC meeting.

b. Pay the President’s working fund, yearbook allowances and any IC Convention expenses not paid.

c. Pay all dues: IC (due August 1) and RMRC (due September 1).

 Note: ESA Foundation dues are not required; CSC became a Life Active Member in 2013.

3. **October:**

a. Prepare article for the *Golden Lamp* to remind chapters and councils of dues and deadlines for payment.

b. Pay registration fees to the National Leadership Conference for President-Elect and Vice President*, if funds are available,* by the due date.

4. **December**:

a. Make personal contact with chapters and councils who have not paid State dues by December 1. If their intent is not to affiliate with the CSC, bill them for the *Golden Lamp* ($14) and the Yearbook (consult the President for cost).

b. Give a list of chapters and councils in good standing **(dues paid by December 1)** to Awards Chairman and all officers presenting awards, also to the *Golden Lamp* and CSC Website. Also provide the list to the President-Elect, including the number of paid members; this is used for voting purposes.

5. **March**:

a. Pay Convention City Trip allowance to the President.

b. Pay Officers’ their working fund.

c. Pay CSC State Convention registration for the State President and IC Representative.

d. Pay registration fee to President-Elect for IC Convention.

6. **May**:

a. Pay any outstanding expenses covered in the CSC Constitution, By-Laws and Standing Rules. Any outstanding expense received that is not covered under the membership approved annual budget, cannot be paid without the approval of the Executive Board.

b. Prepare interim Treasurer’s report for Second General Assembly at CSC Convention.

c. Collect fee from Convention City for number of registrations at CSC Convention divide equally and distribute between next two Convention City Hosts.

d. Final Treasurer’s report shall be forwarded to both retiring and newly installed Presidents thirty (30) days after close of convention for publication in the Golden Lamp.

7. **June**:

a. Finalize the books for audit.

b. Shred all documents, including check images, older than seven (7) years.

c. Present the books for audit, within forty-five (45) days after the close of the CSC Convention, to the Audit Committee.

d. Pay the *Golden Lamp* Editor the working fund by July 1.

8. **July**:

a. Prepare the Tax Facts Form after the audit to include the Dream Homes and the Leadership and Educational Fund of the CSC. Send report to ESA Headquarters by September 15.

b. Transfer all Treasurer’s books and files to the new treasurer by August 1.

III. Reporting:

1. **Contact your Lamplighter Advisor and the previous officer.**
2. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.
3. Prepare articles for the *Golden Lamp,* as needed, per schedule.

D. Present an interim Treasurer’s report at the Second General Assembly on Sunday.

E. Finalize Treasurer’s report to both the retiring and newly installed President.

F. Present audit report to Recording Secretary to file with minutes of CSC Convention and copy to both the retiring and newly installed President.

G. Send Tax Facts Form to ESA Headquarters following audit by September 15.

H. Make recommendations to pass on to your successor.

I. Write chapter in-service letters.

IV. Sunday morning Officer’s meeting

A. Attend meeting called by the newly installed President.

B. Pass all files, stationary, etc. to your successor.