

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**TREASURER/DISASTER FUND CHAIRMAN**

As Treasurer you shall:

* Handle the monies of the Colorado State Council (CSC).
	+ Collect chapter and council dues.
	+ Keep a record of all receipts and disbursements.
	+ Prepare the annual budget.
* Solicit funds for the ESA Disaster Fund and report as needed to the International Council (IC) Disaster Fund Chair.
* Fulfill all duties as a member of the Executive and General Boards.

I. Refer to CSC Bylaws 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 the Treasurer’s book, update signers on existing checking account. The President will provide an appointment letter. Do not print name of the treasurer on checks, only print Colorado State Council of Epsilon Sigma Alpha International. Always have two (2) signatures on the checking account; the Treasurer and either the President or President-Elect/Membership Coordinator.

b. Review dues form on the CSC web site.

2. **September**:

a. Report at Fall CSC meeting that the Treasurer’s books have been reviewed and approved by the Audit Committee.

b. Prepare and present a proposed budget at Fall CSC meeting.

c. Upon approval of the budget, you are authorized to pay, upon receipt of an itemized bill expenses per the Standing Rules.

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

 Note: CSC became a Life Active Member of ESA Foundation in 2013; dues are paid in full.

3. **October:**

a. Prepare article for the *Golden Lamp* to remind chapters and councils dues are due and the deadline for payment.

b. Pay registration fee to the National Leadership Conference for President-Elect/Membership Coordinator*, if funds are available,* by the due date.

 4. **November:**

a. Contact chapters and councils who have not paid State dues by November 1.

5. **December**:

a. Give a list of chapters and councils in good standing **(dues paid by December 1)** to:

1. Past President/Awards Chairman and all officers presenting awards.

2. President-Elect/Membership Coordinator, including the number of paid members. This is used for voting purposes.

 3. The *Golden Lamp* and CSC web site.

6. **March**:

a. Pay Convention City trip allowance to the President upon receipt of an itemized bill.

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

c. Pay registration fee and PICPA State President’s luncheon for President-Elect/Membership Coordinator for IC Convention.

7. **May**:

a. Pay any outstanding expenses covered in the 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 Treasurer’s report for Second General Assembly at CSC Convention.

c. Final Treasurer’s report shall be forwarded to both retiring and newly installed Presidents thirty (30) days after close of convention.

8. **June**:

a. Finalize the books for audit.

b. Shred all documents, including check images, older than seven (7) years. Refer to the CSC Records Retention Guidelines.

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

9. **August**:

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. Disaster Fund Chairman:

 A. Promote donations to the IC Disaster Fund:

1. Receive information from IC Chair following IC Convention.
2. Review donation form posted on the CSC web site.

B. Complete all reports as needed for IC Disaster Fund Chair.

1. Inform the membership that the IC Disaster Fund Guidelines and Application are on the HQ website under the Member Center.

2. Effective June 1, 2021, all applications will be sent directly to the IC Disaster Fund Chair, keeping the State of Colorado in compliance with both HIPPA and Privacy Laws.

C. Prepare an item for a drawing at State Convention. Item will be displayed at each state meeting with an opportunity for members to purchase a ticket. Monies collected are sent to the IC Disaster Fund Chair after convention.

 D. CSC Convention Awards:

1. Send award winners to the Past President/Awards Chairman by April 1 for first, second, and third place for donations made by:

* 1. Individuals
	2. Chapters
	3. Councils

2. Present awards at State Convention.

 E. IC Reporting:

1. Forward donations received for the Disaster Fund to the IC Disaster Fund Chair using the IC Disaster Fund Donation Form on the HQ website.

IV. State Reporting:

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

D. Present Treasurer/Disaster Fund Chairman’s reports at the Second General Assembly.

E. Make recommendations to pass on to your successor.

F. Write chapter in-service letters.

V. State Convention Officer’s meeting

1. Attend meeting called by the newly installed President.
2. Discuss dates for audit.