



Pacific Northwest Chapter

American Society for Indexing
pnwasi.org

Pacific Northwest Chapter of ASI Treasurer Duties

updated May 2024

- Annual report to ASI
 - prepare annual financial report for previous year on ASI's request and send to the Chair in time for review and submission to ASI. Financial Report should include beginning balance, income for the year, expenses for the year, and balance at year-end.
 - Prepare expected expenses for upcoming year on ASI's request and send to the Chair in time for review and submission to ASI.
- Tracking of Chapter income and expenses with spreadsheet software such as Excel. This constitutes the Chapter "books."
- Quarterly reconciliation with ASI records. Review quarterly report from ASI and compare with Chapter "books" to reconcile. Follow up with ASI about any discrepancies. Report results to Chair.
- Expense Reimbursements—process requests for reimbursement or payment of Chapter expenses and submit to ASI.
- Meeting registration—for in-person meetings, receive, collate, and process registration forms and checks; tally numbers for dinners and meeting; prepare spreadsheet of attendees to report to Program Chair and for inclusion in meeting packets; send registration checks to ASI for deposit. For virtual meetings, check the list of registrants against the payment information received from ASI and notify the Program Chair of anyone who has not paid and should be removed from the list of invitees.
- Meeting budget—prepare budget based on information from Planning Chair, revising as appropriate.
- Treasurer's Report to the Chapter membership—prepare report for the annual meeting (currently the Fall Meeting) and provide to the Program Chair for inclusion in the virtual meeting packet sent out ahead of time. Report should include the prior year's financial report and a second page with the current year's starting balance, itemized income and expenditures year-to-date, and ending balance.

Qualifications: a candidate for Treasurer must:

- be a member of ASI and of the PNW Chapter
- recommended: familiarity with Excel and/or bookkeeping