

ADMINISTRATIVE TREASURER

JOB DESCRIPTION

The Administrative Treasurer is elected by the Tinker Officers' Spouses' Club membership. The treasurer is responsible for the operational account of Tinker Officers' Spouses' Club.

COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President, the Recording Secretary, and the Welfare Treasurer. The Welfare Treasurer will read the administrative financial report in the absence of the Administrative Treasurer at the board meetings. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement. If you are out of town to exceed three consecutive days, leave the checkbook with the Welfare Treasurer
4. Submit typed monthly financial reports for the Administrative account to be presented at the Board of Governors' meeting.
5. The administrative account is an interest bearing account as long as the balance is \$1,500 or more. In the event the account balance falls below this amount, change the account to a no interest account and request no profit status.
6. Sign, along with the Welfare Treasurer, President, and First Vice President, the signature cards required from the bank at the beginning of the term of office. At the same time, have the outgoing officers mentioned above present to remove their names from signature cards at the end of the term of office. No checks can be written until all the new signatures are on the account.
7. Have signature card for the Club Card changed, made out in the name of OSC. The Club Card Company requires the old and new treasurers to both call in a change of status to the new treasurer. Phone number is 1-888-780-7398, account number # 6030-2811-0073-8589. It might be beneficial to check with the Club office for any change in phone numbers or change in policy. Make sure this bill is paid on time to avoid late fees or interest payment.
8. The Administrative Treasurer may spend certain unbudgeted funds of:
 - a. Up to \$100.00 with Presidential authorization
 - b. Up to \$1000.00 with Board of Governors' authorization
 - c. Over \$1000.00 with the General Membership's authorization

9. Deposit membership dues from Auxiliary Members and all other money into the administrative account. Prepare deposit slips in duplicate. Receive and check direct deposit for membership dues from the NAFFMB office. **All money should be deposited within 72 hours of receipt.**
10. Reconcile bank statements on a monthly basis.
11. Record on a ledger sheet (in ink) items pertinent to each activity. This may be performed on an IBM-PC or compatible computer. As well, any computerized records kept by you should be copied to a CD/disk in your notebook for back-up and reference. Balances returned from advance checks will be credited to the original account. Maintain a running balance of each activity to ensure each activity stays within its budgeted allotment.
12. Require each person who requests money to complete a voucher and staple receipts to it. The voucher must be itemized, listing product(s) purchased. Blank voucher slips are kept in a folder in the filing box in the Club office for chairpersons needing reimbursement.
13. Write checks for expenditures that are authorized by the budget or the Board minutes. Two authorized signatures are required on all checks (see Item #6 above). A receipt must be submitted for all bills paid and annotated with the date paid and the check number. **DO NOT BACKDATE CHECKS.**
14. Take checkbook to all monthly functions, and all board meetings to reimburse members for authorized expenses.
15. Receive a copy of all Board meeting minutes from the Recording Secretary as soon as possible to note expenditures authorized by the Board, but not included in the budget.
16. Receive and pay insurance bill for bonding and liability.
17. 18. Serve as Chairman of the Budget Committee to review the existing board year's budget in January prior to the January Board meeting. Members of the Budget Committee are the Honorary President, all Advisors, the Elected Board and the Parliamentarian. Advise committee members of the time and location of the meetings.
18. Propose an Administrative Budget to the Board of Governors for the next year at the April board meeting.
19. Submit financial records of the Administrative Fund and Smoke Signal account for annual audit at the end of May and upon request of the Inspector General and USAF Auditor General in accordance with AFR 34-223.
20. In the event the Treasurer cannot complete h/her term of office, the books shall be audited before they are given to h/her successor. The auditor will need: checkbooks, ledgers, receipts book, bank statements, all board meeting minutes and all financial reports.
21. Currently the auditor is Jean Walker. She will prepare Form 990. Her telephone number is 405-737-1540. She also audits the Welfare and Thrift Shop books.
22. Any decision about unbudgeted money must be made in the form of a motion at the Board of Governors' meeting. These motions must be recorded in the minutes, and they must state from which account the money will be withdrawn.
23. Make inquiries regarding the financial records to the NAFFMB office at 405-734-5982.
24. Make any inquiries regarding legal matters through the Parliamentarian.
25. Participate as a member of the Policy Revision Committee.
26. The Administrative Treasurer will assume the duties of the Welfare Treasurer in h/her absence. Likewise, the Welfare Treasurer will assume the duties of the Administrative Treasurer in h/her absence.
27. Obtain copies of OSC function party sheets from the Reservations Chairman before each OSC activity at the Club, as well as copies of the "special function arrangements" pro rata sheets from the Club employee. Coordinate with reservations and the club to reconcile the charges for each event and settle the bill in a timely manner.
28. Participate as a member of the Budget Committee.
29. Participate as a member of the Policy Revision Committee.

30. Assume check-writing duties as Administrative Treasurer when the books return from the audit in June. Assume duties of the Welfare Treasurer in h/her absence.

REPORTS:

Budget Statements

1. Proposed Budgets
 - a. Proposed budgets shall be prepared by the Budget Committee.
 - b. The Budget Committee shall meet and prepare proposed budgets prior to the April Board of Governors' meeting.
 - c. The Administrative Treasurer shall present the proposed administrative budget to the Board of Governors at the April board meeting for approval.
 - d. The proposed budgets will be presented to the General Membership at the April general membership meeting. The proposed budgets will then be posted for review by the membership and voted on at the general membership meeting in May.
2. Mid-year Budget Review
 - a. The budgets shall be reviewed by the Budget Committee prior to the January Board meeting.
 - b. The Budget Committee will review the budgets and present any revisions to the Board of Governors for approval at the January Board Meeting. Any expenditure added in excess of \$1,000.00 will be presented to the general membership in January, for approval in February at the general membership meeting.
 - c. Copies of the budgets are given to the Corresponding Secretary for copying and distribution at the January Board meeting.
 - d. Post the proposed budget on the OSC bulletin board at the Club and in *Smoke Signal*, if space permits.

Thrift Shop Store Liability Policy

(*The Thrift Shop pays in full the Store's Liability policy).

Insurance Policies include:

Policy #FA-CL005932 (Liability Stores)

Agent - Alexander and Strunk, Inc.

P. O. Box 20550

10305 N. May Avenue

Oklahoma City, OK 73156

Phone: 405-751-8356

Travelers Casualty & Surety Co. of America
#105062745

(Fidelity Bond-honesty bond/liability)

Agent - North American Group

5100 N. Classen Blvd. #300

Oklahoma City, OK 73118

Phone: 405-523-2100

Pam Clark, Representative