**GUIDELINES FOR TREASURER**

The Treasurer is elected from the REC for a one-year term at the conference. The Treasurer may serve multiple terms and for the continuity of financial accounts, it is recommended that the Treasurer serve a minimum of three consecutive one-year terms.

On-going duties each month include depositing membership checks, recording membership dues from Eventbrite as they are transferred into the operating account (1st and 15th), submitting W-9 form and completing alternate W-9 forms as requested by conference planners, and reimbursing REC members for expenses as accrued. Also, you may be asked by member colleges to complete alternate W-9 forms as well as vendor paperwork to allow payment for

membership dues and/or conference registrations.

Complete credit and direct billing applications for conference hotels as requested.

Make sure conference planners from Florida and Tennessee are aware TYCA-SE has sales-tax exemption in both of those states. Distribute the exemption certificate as requested. These certificates will need to be renewed prior to their expiration date.

**TIMELINE FOR TREASURER**

JANUARY

 Conduct drawing for adjunct travel stipends and notify winners.

 Prepare yearly financial report for February REC meeting.

 Have your yearly financial report audited. Provide your auditor with the

 appropriate bank statements, Eventbrite reports, journal/ledger entries,

 and expense documentation. This audit needs to be done prior to the

 February REC meeting.

Prepare IRS W-9 Request for Taxpayer Identification Number and Certification form for the new calendar year. Maintain form in treasury files and distribute throughout the year as requested.

Arrange to have the year-end financial reports audited in time for the February REC meeting.

FEBRUARY

 At annual conference:

 Make treasurer’s report at REC meeting and business meeting.

 Prepare checks for adjunct travel stipends, Cowan Award, Doster Award, and Pickett Award.

 Award adjunct travel stipends at the opening session.

 Provide check for the Cowan Award winner and the Doster Award

 winner to the REC Awards Chair.

 Provide check for Nell Ann Pickett Award to Program Chair.

 Distribute seed money to upcoming Local Arrangements Chair.

 Send/hand incorporation fee to Joel Henderson when requested. The

 incorporation application needs to be completed after the final

 REC conference when new officers are elected.

MARCH - APRIL

 If new treasurer:

 Open bank accounts.

 Prepare and distribute new expense forms.

 Work with Joel Henderson to set up Eventbrite account and access.

 Review the detailed Duties of the Treasurer handout.

 Pay Journal expenses as requested by editor.

 Reimburse TYCA-Southeast Rep to TYCA-National for travel to CCCC convention, if

 applicable. Note: The maximum total reimbursement to the National Rep is $2500 for

 the year per resolution passed February 2008.

 Submit online IRS Form 990-N (e-postcard).

Verify with the Local Arrangements Chair the payment of National TYCA non-member fees from the recent TYCA-SE conference to NCTE.

 Deposit conference proceeds and returned seed money from Local Arrangements Chair.

 Reminder: Incorporation fee due April 1.

MAY

 If not done previously, complete IRS Form 990-N (e-postcard) and mail by May 15.

JUNE

 Make sure NCTE dues have been paid by June 1 deadline.

Handle on-going duties.

JULY

 Handle on-going duties.

AUGUST

 Handle on-going duties.

SEPTEMBER

 Prepare announcement for adjunct travel stipend for distribution to REC, State Reps,

 *Journal* Editor, and conference chairs.

 Prepare financial report for Fall REC meeting.

 Attend REC meeting and make Treasurer’s report.

 Reimburse REC members for travel expenses to fall meeting, if applicable.

 Pay any hotel/meeting costs associated with fall meeting, if applicable.

OCTOBER – NOVEMBER

 Pay Journal expenses as requested by editor.

DECEMBER

Reimburse TYCA-Southeast Rep to TYCA-National for travel to NCTE convention, if applicable. Note: The fall National TYCA meeting has now become virtual for the National Rep, so travel may no longer be necessary.

Updated May 2022 by

Beverly Fatherree,, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer

Updated Marcy 2023 by

Charles Smires, Treasurer