



# OPTICAL SOCIETY

ROCHESTER SECTION

---

## Optical Society of America, Rochester Section, Inc. TREASURER DUTIES

**Last revision: March 2012**

1. Fill out Signature Cards for checking and savings accounts at Canandaigua National Bank and Trust at start of term (by June 15th).
2. Ensure that the Local Section maintains its non-profit status by filing proper paperwork and notifying Council of anything that requires action to accomplish this goal
  - a) File Federal and State Taxes, utilizing a local CPA
  - b) Outgoing Treasurer prepares tax information from previous year.
3. Pay bills and reimbursements incurred by Local Section.
4. Receive dues.
5. Maintain membership database up-to-date
  - a) Communicate membership list to Secretary.
  - b) Add new members to the database as received.
6. Submit interim reports on Local Section's expenditures, income and financial status at each Council meeting for approval.
7. Collect money and reservations for Annual Dinner meeting.
8. Present yearly report at Local Section's Annual Dinner.
9. Submit books to auditors at end of term.
10. Work with President to develop annual budget and submit to Council by October.
11. Transfer files to the incoming Treasurer at the end of the term.
12. Inform incoming Treasurer at the end of the term where and how our material is maintained.