

Treasurer Guidelines

1. Chapter member dues renewals are sent via e-mail or U. S. Postal Service from the Membership Committee three (3) months before they expire. Either you or your membership chair should have a listing showing when dues expire.
2. Members can pay online (**preferred**) via PayPal (using a credit card or check), pay directly to NYS Women, Inc. or give their check to their chapter for the full amount.
3. Ask members to make checks payable to **NYS Women Inc.** for the entire amount of state, region and local dues and remit check(s) with renewal/new member forms to **Kathy Cerullo at 10 Allie Lane, Hamburg, NY 14075**. Also include in the memo field the name(s) of members you may remit with chapter checks. Dues transmittal forms are available at www.nyswomeninc.org. Monthly remittances are mailed to chapter treasurers at the end of each month for your chapter's portion of dues paid directly to NYS Women, Inc.
4. All checks for dues received by your chapter should be submitted to **Kathy Cerullo within 15 days** with proper forms.
5. When paying expenses for your chapter, always obtain receipts for all expenses paid. This assists your audit committee in performing their annual audit at the end of the fiscal year. There is an expense reimbursement form on the web site which you may use for your chapter if you wish.
6. As your chapter's treasurer, you should also be a part of the budget/audit process.
7. Monthly reports should be given at chapter meetings to keep members informed regarding actual expenses to budget amounts.
8. Prepare monthly bank reconciliations.
9. Chapter liability insurance invoices and certificates of insurance are generated from the state treasurer after July 1st of each year. Please advise the state treasurer when you need a certificate for special events your chapter will be sponsoring so the location may be listed as additional insured. Info needed for the certificate: date(s) of event, location, name of event.
10. You are also responsible to remit region dues to your region treasurer. Each region will specify when to remit these dues and the amount due per member.
11. In March or April you will be sent an email requesting funds for the annual president's purse. Ask your finance chair to put a line in your annual budget for this request.

Enjoy your year as chapter treasurer; you are helping to empower women **personally, professionally and politically**. Please contact me should you need assistance.