
TREASURER / INSURANCE

1. Deposit all money in the name and to the credit of the Association in such depositories as designated by the Executive Board.
2. Maintain full and accurate accounting of all receipts and disbursements in files belonging to the Association and USOE. This includes a check register, account ledger sheets, records of Certificates of Deposit, and credit cards.
3. Each month the bank statement, ledger sheets and check register must be reconciled and balanced.
4. Pay all expenses and make all deposits promptly.
5. Insure that all transactions met the requirements listed in SNA of Utah's Financial Guidelines. Maintain the "Internal Control Structures" included with the Financial Guidelines.
6. Furnish a written report of the financial standing of the Association at all executive board meetings
7. Manage the Insurance Program. Duties include:
 - a. Mailing out member invoices,
 - b. Paying monthly premiums,
 - c. Notifying enrolled members of any changes in their membership,
 - d. Preparation of claims
 - e. Maintaining current enrollment records.
8. Close the books each July 31st.
9. Before September 1st:
 - a. Obtain a proposal for service from and deliver records to, an Auditor selected by the Executive Board.
 - b. Instruct the auditor to prepare an Income Tax 990 form in conjunction with the audit.
 - c. Insure that the 990 form is mailed before the December 15th deadline.
10. Attend and serve as a voting member of the House of Delegates, or send an alternate if you cannot attend
11. Furnish a written report of the Financial Standing of the Association at the House of Delegates.
12. The budget committee consists of the Executive Board.
 - a. Committee shall:
 1. Prepare an annual budget for SNAU by August 1st
 2. Have each committee chair submit proposed income and expenditures for the coming year by July 1st
 3. Watch over funds of the Association to ensure they are used for the best advantage to further the the Child Nutrition Programs.
13. Review and sign all fiscal reports, audits, bank statements and statements of expenses before being paid.
14. Change signatures on bank accounts at the completion of the Presidents term.
15. Be responsible in making sure the agreed upon partnership(USOE) monies of \$12,000.00 is paid annually to SNA of Utah.