

NEW HORIZONS SOUTH BAY ASSOCIATION

22727 MAPLE AVE., TORRANCE, CA 90505
(310) 325-3080 Fax (310) 325 8926

CHARTER TREASURER

PURPOSE -

The Treasurer serves as chief financial officer of the Association; maintains and monitors the financial practices of the Association in accordance with Article VI, Section 9 of the New Horizons' By- laws.

ORGANIZATION

Treasurer and Budget Committee will be formed with the Treasurer serving as Chairman. An Assistant treasurer may be elected assisted by: (a) All funded Committee Chairmen from the Board of Governors; (b) other individuals deemed necessary by the Chairman.

RESPONSIBILITY -

Treasurer

1. *Reviews* established "Charter for Committee Chairman" and proceeds accordingly.
2. *Presides* at all committee meetings and represents the Committee at Board of Governors meetings.
3. *Directs* the Association's financial operations and provides effective short and long-range financial planning in coordination with the Chairman of Funded Committees; initiates action and provides instructions for the preparation and submission of the Associations' annual budget; monitors and evaluates expenditures and controls any adjustments to the established and approved budget.
4. *Safeguards* the Association's interests and assets through effective surveillance of Funded Committees; informs Funded Committee Chairman of annual budget requirements and due date in early November.
5. *Monitors* adherence to the Association's accounting policies (Article VI, Section 9 of the By-laws.)
6. *Controls* Association's budget and obtains Board of Governors' approval on any major over-budget expenditures and/or realization of funds.

PRINCIPAL FUNCTIONS:

Treasurer (and/or agents) designated by the Board of Governors.

1. Keeps and maintains or causes to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus.
2. Deposits all moneys and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board of Governors.
3. Disburses the funds of the Association as may be ordered by the Board of Governors and shall render to the Chairman and Governors, when they request it, an account of all transactions as Treasurer and the financial condition of the Association.
4. Performs such other duties as may be prescribed by the Board of Governors or the By-laws.
5. Performs detail accounting functions and maintains Chart of Accounts as outlined in Attachment A and B hereto.
6. Develop format for funded committee annual budgets and assist in their preparation.
7. Review and analyze in-put budget data from funded committee's chairman for reasonableness and conformation to latest available information.
8. Consolidates funded committees' annual operating budgets for presentation, in the form of a motion, to the Board of Governors for approval.

9. Schedules and coordinates flow of budget data between funded committees and Board of Governors.
10. Compares actual month and year-to-date expenditures to authorized budgets; reviews variances with cognizant Chairmen of funded committees and insures monthly report of budget to Board of Governors.
11. Make necessary budget adjustments, as required, submit report and recommendations to Board of Governors for consideration.
12. Suggested outline for budget meetings in preparation for the following year's budget:
 - August* - Meet and hand out worksheets and a copy of their budget of the present year.
 - September* - Worksheets are due for a survey of needed changes and additions - consolidate cost of living change.
 - October* Plan to complete budget proposed. Take proposal to the Board for consideration.
 - November*-Submit budget proposal at the November Board of Governors meeting for approval.

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.