

DSAIA Treasurer Tasks:

- Download & email monthly US Bank statements to the bookkeeper
 - Checking & savings statements available 1st of the month
 - Business credit card statement available between 4th-6th of the month
- Approve AP checks via email (i.e. ED's salary check, employment taxes, etc.)
- Review the annual 990 (November 15th deadline) along with the ED and board members
 - Communicate any necessary changes/edits to the CPA firm
 - Approve & sign electronic filing authorization
- Work with the ED & Board President to formulate the annual budget
- Provide completed & board approved budget to bookkeeper for upload to Quickbooks
- Provide the account balances to the Board Secretary prior to meeting time
- Answer any ad-hoc questions during the board meeting
- Ensure financial reports are prepared and available for distribution for the monthly board meeting (follow up when necessary)
- Work with the ED to review & edit DSAIA Financials Policies & Procedures