

**AMT STATE SOCIETY TREASURER  
CALENDAR OF DUTIES**

<b>January</b>	
<b>February</b>	
<b>March</b>	<input type="checkbox"/> 3/15 - Copy of Bank statements to President and District Councillor - due 3/31
<b>April</b>	
<b>May</b>	
<b>June</b>	<input type="checkbox"/> 6/15 - Copy of Bank statements to President and District Councillor - due 6/30
<b>July</b>	
<b>August</b>	
<b>September</b>	<input type="checkbox"/> 9/15 - Copy of Bank statements to President and District Councillor - due 9/30
<b>October</b>	<input type="checkbox"/> Provide records for annual audit (may occur at annual business meeting) <input type="checkbox"/> Submit signed annual audit committee report with the minutes
<b>November</b>	
<b>December</b>	<input type="checkbox"/> 12/15 - Copy of Bank statements to President and District Councillor - due 12/31

**NOTES:**

The Treasurer is responsible for the following:

- 2 signatures on all checks (Treasurer and President)
- Minimum of 4 signatures on bank signature card/account (President, Vice President, Treasurer, District Councillor)
- Receive, record, and deposit all funds and keep files of receipts, cancelled checks and vouchers
- Submit with minutes an itemized financial report showing income and expenses
- Check order maintained
- Record complete reason for check on check and receipts