**Chapter Treasurer Handbook**

***Position***

The treasurer has charge of and responsibility for all funds and securities of the Chapter, including oversight of deposits and disbursements. Duties shall be conducted in conformance with the approved budget, Chapter’s fiscal policies and any financial decisions previously made by the Board of Directors. The treasurer ensures that regular financial reports and an annual audit are clearly explained and presented to the Chapter Board of Directors and HIMSS.

***Responsibilities***

* Attend all regular and special meetings of the Board of Directors, and notify the president if unable.
* Manage securing the deposit and disbursement of Chapter funds and investments.
* Maintain all required documents and financial records related to Chapters finance.
* Prepare a proposed budget for review, modification and final approval by the Chapter Board of Directors.
* Monitor income and expense activity relative to the Chapter budget, and make appropriate recommendations to adjust for any variances.
* Prepare and submit necessary documents to comply with federal and state tax rules.
* Maintain a database of Chapter records, correspondence and activities to be transferred to the incoming treasurer.
* Perform any other duties necessary to further the business of the Chapter as duly directed by president and/or the Board of Directors.
* Oversee the financial review committee.

***Qualifications***

* Must be a current member of HIMSS in good standing for the past year.
* Demonstrated strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.
* Commitment to ethical management of Chapter funds.
* General knowledge of financial management.

***Annual Checklist***

***Checklist is recommendation and should be edited to align with specific chapter programming***

* Q1 - July, August, September
  + Provide financial update to the chapter board
  + Prepare past year fiscal documents for review
  + Recruit financial review committee or hire accountant to perform audit
  + Prepare budget for current fiscal year
* Q2 - October, November, December
  + Provide financial update to the chapter board
  + Submit Form 990 (U.S. chapter only) before November 15
  + Submit financial report for Accountability reporting
* Q3 - January, February, March
  + Provide financial update to the chapter board
* Q4 - April, May, June
  + Provide financial update to the chapter board
  + Transition bank account access and all pertinent documents to the incoming treasurer

***Accountability Reporting Components***

* Submit Form 990 to the IRS (U.S. only)
* Oversee the Financial Review Committee
* Submit the prior year financial report (general ledger or income statement)
* Submit the upcoming year budget

***Position Resources***

* Dues revenue rebate report - emailed the 10th of each month
* [Tax Information](http://clra.himsschapter.org/tax-information) for IRS Form 990
* Webinar: [Finance Best Practices](https://himss.zoom.us/rec/play/VDTpMjLcIGsKDJksHQiVx8YwCrjXZjqxwr4LAtJ01tYGBtgKBf_SYjwCG8HYqe7xvK09Baq-DOqI2iSF.IlGByqKoGFjzTqxL?continueMode=true&_x_zm_rtaid=tjKjF-STRAq9DcsFXi-OgA.1616778917666.d8469683a9d1175ca9e348236eb9b353&_x_zm_rhtaid=923) (October 2020) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/10.14.20%20Finance%20Best%20Practices%20Final.pdf)