

Treasurer

List of Responsibilities:

Manages and maintains the financial records of the PEC

Makes expenditures, limited to \$25.00 unless approved by the Council

(Expenditures related to the annual dinner and hotel contracts, etc. are automatically Council approved)

Insures that the financial records are kept accurate and up-to-date

Obtain financial records for the outgoing Treasurer

Obtain signature cards from the bank and have them signed by at least two PEC Officers for access to the PEC bank account. One signature should be the Treasurer's. There is no requirement to have a specific number of signatures. At least two signatures is prudent. Return the signed cards to the bank. The current Treasurer's name and address should be identified to the bank for accounting purposes.

Account Information (As of 2004):

Old Point National Bank

P.O. Box 3392

Fed TAX ID No. 54-1675512 dated 08-12-93 (CP 575 E)

Prepares a budget in August for consideration by the other officers.

Completes the budget for presentation to the council at the September for consideration and approval.

Invoices member societies for dues, and collects information on current/new chairs and PEC representatives.

*Chairs the Banquet Ticket committee:

*Prints and distributes tickets to society delegates at the December & January meetings

*Collects money and unsold tickets from the delegates until 4 days before the banquet

*Provides the President with a list of Past EOY, Past DEA, society chairs, etc. who will be attending the banquet.

This information to come from ticket rosters. (See "Ticket Chairman" under the "Committees" section below.

Report the anticipated number of persons (paying & guests of the PEC) attending the banquet the Banquet

Chairperson (**Vice President**)

Chairs the Membership committee, including reviewing new member applications, determining which societies are inactive, and sending out dues notices.

Report performance to budget at each PEC meeting starting in November

Prepares a full set of Financial Statements for the August, January and April meetings. (See below)

Prepares a list of Societies delinquent with their dues.

Prepare and provide PEC Financial records to the Financial Audit Committee.

(* These tasks are usually delegated to a volunteer.)

Directory The PEC Secretary and Treasurer work together to create a membership list that is published on a protected page on the PEC web site. This is a listing of the Chairperson, PEC Delegate, PEC alternate Delegate, and PEC Honorary Presidents for each member of the Council. The directory should be available to anyone listed in the directory, but it is not distributed widely without consent of the Council. The current position, mailing address, business address (i.e. John Doe, ASME Delegate, NNS Dept. E40, Bldg 600/1) business phone number, home phone number, business email and work email addresses are normally contained in the directory.

See "Typical Treasurer's Schedule" below

Treasurer (Cont'd)

Typical Treasurers Schedule:

April	Installation as Treasurer for the following year, considered to start July 1.
May	An audit of the Council's finances shall be performed at the end of each business year to ensure that accurate records are being maintained. The Financial Audit Committee or auditor shall be appointed by the President with concurrence of the Council.
June	Obtain signature cards from the bank and have them signed by at least two PEC Officers for access to the PEC account.
July	Obtain final report from last year's Treasurer. Send invoices to societies with requests for names of new officers and representatives to the PEC
August	The Treasurer, with assistance from the President, will establish a preliminary budget for the year. The previous year's budget should be used as a guide. Prepare a preliminary PEC Directory from information received from invoice payments (This may not be completed this month, depending on society response.)
September	Remind all delegates to inform their societies that dues shall be submitted by October 1. Submit the budget to the Council for approval Report on the audit subcommittee results for the last year Provide current account balance
October	Obtain Council approval of the budget.
Dec - Feb	Give budget report at monthly meeting Supervise the Banquet Ticket Sales Distribution of Tickets Collection of Money Preparation of reports of attendees, reserved tables, etc.
March	Prepare financial summary for the Banquet
Sept - May	Present Treasurer's report which state performance to budget, and any changes in the budget, revenue, or costs.
April - May	Prepare a final report for the Council. Provide a package for the audit committee to review.

PEC Financial Reports

The Treasurer develops and maintains the following four documents and reports:

Budget

The Treasurer prepares a budget of major expenses and income for the upcoming year. The budget is submitted to the President during the summer and approved at the September PEC Planning Meeting. The budget is prepared by using the previous year's budget as a baseline, and making any corrections for the banquet ticket prices, and plans of the PEC or the President. The Treasurer reports progress to budget as part of the Treasurer's report at each monthly planning meeting. A line item approved in the budget is an approved expense that does not need a separate vote of the Council, unless an amendment is made when the budget is approved. No one can commit the society to a expenditure unless it is part of the approved budget or approved by a separate vote of the Council. The Treasurer shall update the budget as new expenditures are approved.

Cash Flow Prediction

The cash flow predication states when money is will be collected and when expenses are anticipated to be paid. This document is submitted to the Council with the budget. It is intended to show that we will have the funds in the bank when bills come due.

Income Statement

The income statement predicts the revenue and the expenses of the PEC. Typically revenue comes from society dues, Banquet Brochure royalty, and Banquet Ticket sales.

Treasurer (Cont'd)

Balance Sheet

The Treasurer prepares a balance sheet of assets and liabilities on a given date each year during April or May. Assets include the PEC inventory, any prepared deposits for the next years banquet, and cash in the bank. Liabilities are the awards, scholarship awards that have not been paid, outstanding bills, and budgeted expenses that have not come due.

Financial Audit

The **Treasurer** shall provide the financial records to a Financial Audit Committee, appointed by the **President**. The audit committee submit a report in the form of a short letter or email to the PEC President stating that the financial records have been reviewed, and their assessment of the records to be accurate.

PEC Membership Committee

The **Treasurer** is the ad-hoc chairperson of the Membership Committee. When an engineering society requests to join the PEC at least one more member is assigned to the committee to review the application and the societies by laws and constitution. (See "Membership Committee" info below under "Part IV Committees of the PEC" - near the end for detailed responsibilities.)