

National Tunis Sheep Registry, Inc

Procedures for the Treasurer

Effective Date:

Prepared By: Sally Barney, Treasurer

Purpose: To provide guidelines for handling the NTSRI income, disbursement of funds and NTSRI investments in a professional and businesslike manner.

Responsibilities: Accurate handling of all money received, the timely disbursement of monies spent and the responsible investment of funds, all as authorized by the NTSRI Board of Directors.

Procedures:

Income:

1. The Treasurer makes timely deposits all money received in the name of the NTSRI. Deposits shall be made within thirty days; sooner if at all possible.
2. Committee members raising funds on behalf of NTSRI shall forward those funds to the Treasurer within thirty days; sooner if at all possible
3. Each deposit sent to the Treasurer should clearly state the source of each check or cash sum.
4. Money forwarded by NTSRI committees which maintain designated funds will be deposited into the specifically designated accounts.

Expenses:

1. The Treasurer will pay all bills for items authorized by the NTSRI Board of Directors through their annual approved budget or through special meetings of the BOD.
2. Receipts/bills must be presented for reimbursement for an authorized expenditure.
3. Committees or Directors requesting an advance of funds for an approved NTSRI event or activity must furnish receipts to account for the funds expended and return any unused funds within thirty days of the event.
4. Bills received by Directors or committee members should be forwarded to the Treasurer within thirty days for timely payment.

Accounting:

1. The Treasurer will keep accurate and up-to-date records of all financial business of the NTSRI.
2. The Treasurer will furnish a Treasurer's report for each edition of the NTSRI newsletter.
3. The Treasurer will keep committees informed of the balance in their designated accounts on a regular basis and when requested.
4. When requested the Treasurer will provide written financial records within a reasonable length of time.
5. The Treasurer will follow-up with delinquent accounts and make a sincere effort to recover money owed. NTSRI members who default on payments to NTSRI will receive two written notices detailing the money owed and any fees due from the member. If the member remains in default the NTSRI may place a hold on their ability to do business with NTSRI and Associated Registries until the money is reimbursed.
6. NTSRI will collect a \$25 fee (in addition to any bank fees assessed) for all checks returned for insufficient funds. This fee is deposited into the General Fund.
7. The Treasurer will prepare and file a 990 form annually.

General Duties:

1. If requested by the Board of Directors the Treasurer will prepare a draft budget annually based upon previous year's income and expenses. The budget is a draft for information purposes only; all budgets are crafted, finalized and voted upon by the Directors.
2. The Treasurer will maintain checking, savings and investment accounts under the guidance and direction of the Board of Directors.
3. The Treasurer will make the books available for an audit annually or at any other time as requested by the Board of Directors.