

**Jefferson City Chapter**  
**Missouri Society of Professional Engineers**  
**Treasurer Duties**  
July 2012 to June 2013

**Chapter Lunch Meetings**

- Get cash from bank for change
  - ~\$30 (ten 1s and two 10s)
- Take cash from members at lunch and keep track of number of each:
  - \$9 per member
  - \$9 per guest of members (1<sup>st</sup> visit is free)
  - \$10 non-member
  - \$3 PDH only (no lunch)
  - Speakers are free
  - Redeemed lunch vouchers are free (keep voucher as a receipt)
- Pay American Legion for lunch
  - Keep track of number of lunches vs. non-lunches
  - Write check for number of lunches x \$8
  - Keep carbon copy of check as a receipt

**Officers' Meetings**

- Present Treasurer's report:
  - Cash Flow Report: 7/1/11 to present
  - Net Worth Report: 7/1/11 to present

**General Duties**

- Balance checkbook
  - Update Excel files (once a month or as needed)
- Write checks for various chapter expenses and keep receipts
- IRS Group Exemption Verification
  - Complete Form 990 (online) after end of fiscal year (sometime between July 15<sup>th</sup> and November 15<sup>th</sup>)