

## AMCP Chapter Treasurer Responsibilities

As the Treasurer of the AMCP Chapter, you are responsible for managing the organization's finances, including budgeting, record-keeping, and overseeing financial transactions. This role is crucial for ensuring that the chapter remains financially stable and that all events and activities are funded appropriately. Your responsibilities include managing reimbursements, coordinating event budgets, securing sponsorships, and ensuring compliance with financial guidelines.

### General Responsibilities:

- **Financial Management:**
  - Review and manage the chapter's finances.
  - Determine and monitor the annual budget.
  - Keep accurate financial records, including income and expenses.
  - Balance the checkbook and ensure all financial activities are within budget.
  - Deposit checks and handle cash management.
- **Reimbursement Management:**
  - Process reimbursements using SABO (Student Activities Business Office) and Venmo.
  - Track all transactions in an organized Google/Excel sheet.
  - Manage PERR forms and invoices for reimbursements.
  - Coordinate with SABO for check requests and approval processes.
- **Event & Activity Coordination:**
  - Collaborate with the President and other board members on event budgets.
  - Manage the budget for food and supplies during Chapter meetings and events.
  - Assist in planning and budgeting for E-board outings.
- **Sponsorship & Fundraising:**
  - Draft and send sponsorship letters to potential sponsors.
  - Secure funding for the annual P&T Competition and other key events.
- **Compliance & Training:**
  - Complete necessary training and quizzes to access SABO.
  - Attend the mandatory Treasurer's Workshop and review the Treasurer's Handbook.
  - Stay updated with PGC reimbursement guidelines and procedures.
- **Transition & Handover:**
  - Transfer all financial and Venmo account information to the incoming Treasurer.
  - Ensure a smooth transition by sharing documentation and providing training.

### Monthly Breakdown of Responsibilities:

#### Summer (June - August):

- **June:**
  - Transfer bank account and Venmo information to the new President and Treasurer.
  - Set up a Google/Excel sheet to track all incoming and outgoing transactions.
  - Review the current financial status and prepare a preliminary budget.
- **July:**
  - Ensure all financial records are updated.

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- Begin preparing for upcoming events, including setting budgets.
- Reach out to sponsors to secure funding for the next fiscal year.
- **August:**
  - Complete any outstanding reimbursements or transactions from the previous term.
  - Prepare for the AMCP membership drive by collaborating with the Membership Chair.
  - Get access to SABO and complete necessary Canvas quizzes and training.
  - Review the SABO Treasurer's Handbook and familiarize yourself with PGC guidelines.

### Fall (September - December):

- **September:**
  - Attend the mandatory Treasurer's Workshop organized by PGC.
  - Start tracking all financial transactions related to chapter activities.
  - Assist the Membership Chair with collecting dues and maintaining an Excel spreadsheet.
  - Ensure all budget allocations for Chapter meetings are adhered to.
- **October:**
  - Draft sponsorship letters for the P&T Competition.
  - Begin organizing E-board outings in collaboration with the Fundraising Director.
  - Maintain regular updates of financial records and ensure all transactions are recorded promptly.
- **November:**
  - Finalize and send sponsorship letters to potential sponsors.
  - Continue tracking all transactions and ensure timely reimbursement processing.
  - Review and adjust the budget if necessary, based on upcoming events.
- **December:**
  - Reconcile financial records for the year-end.
  - Complete all reimbursements and outstanding payments.
  - Begin planning the budget for the upcoming year's P&T Competition Dinner.

### Spring (January - May):

- **January:**
  - Collaborate with the President-Elect on budgeting for the P&T Competition Dinner.
  - Ensure all transactions are up-to-date in the financial tracking sheet.
  - Prepare and submit necessary PERR forms for event-related reimbursements.
- **February:**
  - Finalize the budget for the P&T Dinner and secure any last-minute sponsorships.
  - Continue managing financial records and processing reimbursements.
  - Assist in organizing the AMCP Annual Conference, including budgeting.
- **March:**
  - Ensure all event-related transactions are processed efficiently.
  - Review the financial status and make adjustments if needed.
  - Begin preparing transition documentation for the incoming Treasurer.
- **April:**
  - Conduct a thorough review of all financial activities for the year.

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- Complete any remaining reimbursements and payments.
- Start organizing files and records for the transition to the next Treasurer.
- **May:**
  - Finalize the financial records and prepare a comprehensive report for the board.
  - Transfer all necessary documentation and provide training to the incoming Treasurer.
  - Ensure a smooth handover of responsibilities before the term ends.