

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### **Treasurer (08/05)**

The Treasurer assumes the duties and responsibilities of the Office of Treasurer at the close of the Annual Meeting. The Treasurer serves a two-year term, according to the Bylaws amendment, in effect since 4/27/90.

FHSLA is a not-for-profit corporation (certificate number: 39-00-224602-85C) with the State of Florida and qualifies for a Florida sales tax exemption on direct purchases. According to the Internal Revenue Service Letter of Determination, FHSLA is also exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3). The Federal Employer Identification Number (FEIN) / Tax ID Number (TIN) is # 59-2829362. This number stays the same each year, as does the FHSLA bank account (with only name changes as needed).

#### **Duties:**

1. Serve as a member of the Executive Committee.
2. Assist the Executive Committee in the development of the Association's budget.
3. Present budget and/or income/expense report at each Executive Committee meeting, and the Annual Meeting.
4. Review all financial documents, and submit any necessary action items to the Executive Committee.
5. Maintain bank and/or financial statements of the Association.
6. Complete and return the "Not-for-Profit Corporation Uniform Business Report" (UBR also called the Annual Report) along with the required filing fee, to the Florida Department of State, Division of Corporations. The Annual Report is sometimes mailed from the Florida Secretary of State to the Treasurer listed on the previous year's report. If the form is not sent, it can be found on the Florida Department of State's web site. If the Office of the Treasurer has changed, then it is the responsibility of the immediate past treasurer to forward the Report to the current treasurer.
  - a. This annual report must be filed prior to May 1st each year to maintain FHSLA nonprofit corporation status.
  - b. It is advisable to wait until after the FHSLA Annual Meeting, if possible, so the UBR reflects the current officers. Upon completion of filing, notify the President and Secretary.
7. Renew the Florida State "Consumer's Certificate of Exemption" which exempts us from Florida sales tax. This is done every five years. (Next due date is June 2012.)

8. After receiving Membership Application/Volunteer Forms and dues, the Treasurer forwards copies for the Membership Application/Volunteer form to the Vice President, President, Immediate Past President, Membership Database Editor, Electronic List Coordinator and Webmaster.
9. Serve as liaison between the Executive and Membership Committees. Inform Membership Chair of additions and changes in the membership list
10. Follows the Policy of "Discrepancy in payment between an individual and the Treasurer's receipt of dues."
11. Membership dues received in the last quarter of the year (Oct.-Dec.) will be credited to the next year's membership.
12. Treasurer and Vice President/Program Chair work closely together to facilitate handling the meeting expenses.
13. Coordinate with the Program Chair or Registration Coordinator to transfer meeting registration monies to Treasurer for deposit in bank account.
14. Pay expenses related to Annual Meeting and/or CE classes (i.e., hotel, instructors, presenters, reimbursements, travel, etc.) in a timely manner.
15. Semi-annual checks the Florida Statute 112.061 for the current Florida mileage reimbursement rate.
16. Submit a copy of any treasurer reports to the President for placement in the archives.