

Florida Health Sciences Library Association (FHSLA)

Policy and Procedures

TREASURER (4/2014)

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 (Document # N02062) 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) (Certificate Number: 85-8012675253C-6).
- 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 of America bank account (with only name and signatory 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. Online access to the FHSLA Bank of America account was set-up in 2013. The online ID and password will be provided by the previous Treasurer
6. Prior to May 1 each year, electronically file the Florida Department of State Division of Corporations Annual Report to maintain FHSLA's "active status" as a non-profit corporation with the Department of State.
 - a. Go to <http://www.sunbiz.org> to file the report. Filing fee may be paid electronically or by check.

- b. Since the report should list the current Association officers, it is advisable to wait until after the annual meeting, if possible, to file the report. Upon completion of filing, notify the President and Secretary.
 - c. The Florida Department of State will email a "Annual Report Notice" reminder to the Treasurer. If the Office of the Treasurer has changed, then it is the responsibility of the immediate past treasurer to forward the email to the current treasurer.
- 7. Prior to May 15 each year, electronically file Form 990-N (e-Postcard) with the IRS (<http://epostcard.form990.org/>). Failure to file for 3 consecutive years will result in the Association losing its tax-exempt status. For more information go to [http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)).
- 8. Every 5 years renew the Florida Department of Revenue "Consumer's Certificate of Exemption" which exempts the Association from Florida sales tax. (The next renewal due date is **June 2017**.)
- 9. Treasurer's name and address appears on yearly membership forms, annual meeting registrations, and annual meeting exhibitor forms. All forms and checks are mail to the Treasurer, who processes and deposits checks into the Associations account in a timely manner.
- 10. Using an Excel spreadsheet file, obtained from the immediate past treasurer, create and maintain a yearly FHSLA membership, annual meeting registrations, and annual meeting exhibitor registrations lists.
- 11. Using the FHSLA Google account, in Google Docs, create and maintain a yearly FHSLA membership, annual meeting registrations and annual meeting exhibitor registrations lists. Share the Google documents with the President, Vice President, Immediate Past-President, Membership Database Editor, Electronic List Coordinator and Webmaster.
 - . The FHSLA Google account username and password will be provided by the immediate past treasurer.
 - a. The Treasurer may also request assistance in maintaining the Google Docs lists from the Membership Chair and Program Chair.
 - i. Send PDF copies of yearly FHSLA membership forms to the Membership Chair to add to the list.
 - ii. Send PDF copies of the annual meeting registrations and exhibitor registrations lists to the Program Chair to add to the lists

12. Serve as liaison between the Executive Committee, Membership Committee and Electronic List Coordinator. Inform Membership Chair and Electronic List Coordinator of additions and changes in the membership list.
13. Membership dues received in the last quarter of the year (Oct.-Dec.) will be credited to the next year's membership.
14. Treasurer and Vice President/Program Chair work closely together to facilitate handling the meeting expenses.
15. Pay expenses related to Annual Meeting and/or CE classes (i.e., hotel, instructors, presenters, reimbursements, travel, etc.) in a timely manner.
16. Semi-annual checks the Florida Statute 112.061 for the current Florida mileage reimbursement rate.