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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Treasurer | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

Definitions

BGM: Biennial General Meeting

**Purpose**

To oversee the financial administration of ICPAN, Inc.

**Roles and Responsibilities**

The Treasurer shall:

* Attend Board meetings (online)
* Prepare and present treasurer report monthly to the board including reconciliation each month of each account with the relevant bank statement in respect of the preceding month.
* Draft and Present Annual budget to the board
* File Bank Statements online
* Sign negotiable instruments on behalf of ICPAN.
* Bookkeeping
* Create Budget
* Keep General Ledger
* Maintain reporting instruments
* Check Accounts for accuracy and fraudulent activity
* Bank Deposits/ Make payments on behalf of ICPAN,Inc.
* Issue invoices, and receipts and reconcile payments.
* Liaise with Hurwit and Auditor
* Preparation of the Statements to be submitted pursuant to 501C and IRS.
* Prepare and sign annual tax return Form 990
* Present Financial Statement to members at the BGM
* Performance of all the duties and functions of the office of an ordinary member of the Board.
* Recommend the auditor or financial reader to the members at the BMG
* Maintain

**Notes Treasurer in a 501C-3 Company:**

Treasurer’s Liabilities

As a charity treasurer, you may be held personally liable for the damage done by fraud perpetrated by others if the IRS deems you and your board did not perform your fiduciary responsibility to exercise reasonable care over the organization’s finances. ICPAN carries directors’ and officers’ insurance, which provides some protection in the event the organization’s principals are sued.

501(c)(3) Organizations

ICPAN has Internal Revenue Service recognition and federal tax-exempt status. This means that unlike other nonprofits, such as trade associations, the organization’s donors receive a tax deduction when they make a contribution.

General Role Description:

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 Prepare and present treasurer report monthly to the board including reconciliation

each month of each account with the relevant bank statement in respect of the

preceding month.

 Draft and Present Annual budget to the board

 File Bank Statements online

 Sign negotiable instruments on behalf of ICPAN.

 Bookkeeping

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 Prepare and sign annual tax return Form 990

 Present Financial Statement to members at the BGM

 Performance of all the duties and functions of the office of an ordinary member of

the Board.

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