

## **Treasurer – Role & Responsibilities**

The Treasurer oversees the financial integrity and fiscal management of the FPA Austin Chapter. This role ensures accurate accounting, compliance with regulatory requirements, and transparent reporting to the Board of Directors. The Treasurer also supports chapter leadership by providing financial insight and maintaining sound financial procedures.

### **1. Leadership & Chapter Engagement**

- Promotes the mission and purpose of the Financial Planning Association and the Austin Chapter.
- Attends monthly Board meetings, chapter meetings, and chapter activities.

### **2. Financial Oversight & Compliance**

- Ensures the chapter remains properly incorporated in accordance with FPA bylaws.
- Assists the bookkeeper with filing the chapter's IRS tax return and any other required federal or state forms.
- Works with the chapter's tax firm/CPA and Bank throughout the year as needed.
- Maintains proper accounting policies and procedures to ensure financial accuracy and compliance.

### **3. Budgeting & Financial Planning**

- Prepares the annual operating budget and ensures compliance once approved by the Board of Directors.
- Assists committees with their budget responsibilities and provides financial guidance as needed.
- Reports periodically on financial trends and provides relevant budget analysis to the Board.

### **4. Financial Reporting & Recordkeeping**

- Prepares and presents up-to-date financial statements at each Board meeting.
- Supervises the receipt and disbursement of chapter funds.
- Maintains systems to ensure all authorized invoices are paid in a timely manner.
- Coordinates with the Chapter Executive, who assists with QuickBooks coding, collecting registration fees, and safeguarding funds.

### **5. Compensation Committee**

- Serves on the Compensation Committee to review the Chapter Executive's salary and bonus.