# Responsibilities of Division Treasurer

1. Have full knowledge of the regulations concerning the handling of the organization’s finances as determined by the Division’s constitution and/or bylaws.
2. Possess a mastery of simple account/record keeping.
3. Serve as the banker and custodian of all Division funds.
4. Provide assistance when needed to ODCTE staff with collection and processing of Division/OkACTE/ACTE dues.
5. Maintain or assure maintenance of all financial records and of the Division and prepare or approve regular financial reports.
6. Perform monthly reconciliation of banking and financial records.
7. Actively assist with the development of the Division budget and assure approval by the officer committee.
8. Execute the Division budget as approved by the Division officer committee, paying all approved bills.
9. Prepare an annual financial statement and submit all financial records for an annual audit to be performed by an the OkACTE office.
10. Prepare an annual financial statement and submit all financial records, including the minutes of all meetings, for an annual review to be submitted to the OkACTE office annually at the final Presidents Retreat. Submit the financial report to the membership at OK Summit.
11. Complete yearly 501(c)(6) tax return and file with IRS.
12. Attend the annual Leadership OkACTE.
13. Attend the annual OkACTE Legislative and Appropriations Planning Forum, representing the interests of Division members.
14. Fulfill duties as assigned by the Division President.