

State Treasurer Position Description

Position Purpose:

The State Treasurer is the Chief Financial Officer of SIRinc., a Corporation under the laws of California. He reports to the State President, and maintains complete and accurate records of all assets of the organization.

Primary Responsibilities:

- Report to the State President.
- Work collaboratively with the President, other State Officers, the Budget Oversight Committee, and State Committee Chairmen on financial/tax matters involving SIRinc.
- Serve as a State Officer on the State Board.
- Serve as a member of the State Executive Committee.
- Serve as a member of the Budget Oversight Committee.
- Lead the State Assistant Treasurer.

Accounting

- Keep and maintain, or cause to be kept and maintained, adequate accounts of the properties and financial transactions of the Corporation- including accounts of the assets, liabilities, receipts, disbursements, and insurance matters.
- Deposit all funds and other valuables in the name of, and credit to, the Corporation with such depositories as may be designated by the State Board.

Funds Disbursement- disburses funds as specified below:

- Payment of Expense Claim Vouchers approved according to Policy 12- Managing Funds of Branch and State.
- Payment of SIR products, services or activities that are supported by receipts and the cost of which does not exceed a cumulative amount of \$1,500.
- Payment of SIR products, services or activities more than \$1,500 that have received prior authorization in writing from the State Budget Oversight Committee, or in the case of an urgent situation in writing from the State Executive Committee. Exception: The State Treasurer may pay, upon presentation of invoices, insurance premiums in the amount annually negotiated by the SIR State Insurance Chairman even though it may exceed \$1,500.

Governmental Filings

- File Income Tax Returns and other forms required by Federal and California taxing authorities.
- Require and retain, for all tax documents, proof of delivery. Retain copies of emails enclosing forms filed online. Both forms of proof of delivery shall be retained if required by the taxing authorities. Filing instructions for specific documents are shown below:

1. Form 199- files the "California Exempt Organization Information Return", together with the appropriate filing fee on or before May 15th. This "Group Return", includes information for all Chartered Branches regardless of annual Branch gross receipts.
2. Form 990- files annually on or before May 15th the "Federal Return of the Organization Exempt from Income Tax" for the State Corporation only.
3. Form RRF-1- Files annually on or before April 15th the Charitable Trust Renewal with the California Attorney General.
4. Form 990N- Files annually on or before April 15 the Electronic Notice (e-Postcard) for "Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ" to the IRS for each Branch Taxpayer Identification listing- filed annually 90 days (by September 15th) before the end of our annual accounting period.

Submittals/Postings

- Submit quarterly Branch pro rata assessments to the Branches for payment (12/31, 3/31, 6/30, 9/30). The amount to be invoiced for each SIR Member shall be determined by dividing the quarterly assessment by the total number of active SIR members reported on Form 28 for the second month of the quarter preceding the invoice date. The amount to be invoiced each branch is determined by multiplying the amount per active member times the number of branch members reported on that Form 28. Payment by each branch is due upon receipt of the invoice.
- Submit monthly before the 10th of each month Profit and Loss and Balance Sheet reports for the current month and year to date to each State Board Member and posts these reports on the sirinc.org web site in the "State Treasurer Reports" Section. These reports shall show comparisons to the approved annual budget.
- Post the current approved budget on the sirinc.org web site in the "State Treasurer Reports" section.

Other

- Receive and perform such other powers and performs other duties as may be authorized by the President or the State Board.

SIR Leader Expectations, Skills and Knowledge Required.

- The Treasurer is expected to have a working knowledge of generally accepted accounting procedures.

- Dealings with taxing authorities is a plus but is not required.
- Is computer literate.
- Can use e-mail, Quick Books, Word, Access and Excel (or their equivalents) effectively.
- Works to demonstrate the SIR Leader Valued Behaviors.

(Updated 2/28/19 P&P Committee)