

Duties of the Treasurer/Assistant Treasurer (revised 2008)

1. **Attend monthly meetings of The Albany Academies Parents Association (AAPA). As Treasurer, you are a member of the Executive Committee, and the head of the Fund Allocation committee. This position is a voting position on the AAPA Board.**
2. **Assistant Treasurer is a member of the Executive committee, the fund allocation committee, and this is a voting position on the AAPA Board.**
3. **The Treasurer is in charge of all the monies from the fundraising activities of the AAPA Board, and any other bank accounts the AAPA may have. The Assistant Treasurer is in charge of the Uniform Exchange funds from both campuses, and assists the Treasurer as needed.**
4. **Keep a file of all materials pertinent to the office and bring a complete file to the May Board Meeting (to be turned over to the Vice President). Whenever possible, make a copy of all materials and notes so they can be attached to the working file for the next year.**
5. **Pick up mail at PO Box 8844-New Scotland Avenue, Albany, NY 12208 – across from St. Peter’s Hospital. Responsible for maintaining necessary payments for this PO Box, usually a yearly payment.**
6. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
7. **Responsible for keeping an accurate account of expenses and submitted vouchers, with receipts attached, sent to the Treasurer/Assistant Treasurer.**
8. **The Treasurer is responsible for working with Assistant Treasurer to maintain accurate records of both accounts. (AAPA and Uniform Exchange)**
9. **Pay bills promptly. Assistant Treasurer to work with the Business office in regard to any NYS sales tax payments as required from the Uniform Exchange sales. Payments are done on a quarterly basis.**
10. **Responsible for all monies belonging to the AAPA and for maintaining the general account(s) of the AAPA. Keep a permanent file of all cancelled checks and bills.**
11. **Arrange for the AAPA books to be audited at the end of every school year by a committee of two Board members and the Treasurers. An audit of the Uniform Exchange books shall be done as well.**
12. **Serve as Treasurer for all fundraising events. Assistant Treasurer to help as needed.**
13. **Keep full and accurate records and make a Treasurer/Assistant Treasurer report at monthly AAPA Board meetings. Responsible to send copies of the report(s) to the President, and Recording Secretary of the AAPA.**
14. **Monitor the allocating of funds received from various committees in coordination with the President and the members of the Fund Allocation committee, to bring for vote to AAPA Board of Directors.**
15. **Maintain any memorial or other applicable CD’s and report on their current worth at monthly AAPA meetings. Keep track of, and report, memorial CD’s that are being maintained by the business office.**
16. **Oversee all other accounts of the AAPA that may be maintained by committee(s) or special events groups.**

- 17. Act as liaison between the AAPA and the Albany Academies regarding all financial matters pertinent to the Association.**
- 18. Maintain relationship with the Albany Academies Business Office. Check to make sure all bills from the Business Office are itemized and correct. Keep expenses properly itemized in the ledger.**
- 19. Responsible for attending, if possible, the Grade Representative and /New Parent Receptions, for the purpose of meeting and welcoming new parents to The Albany Academies, and to introduce new Board members and Grade Representatives to the new parents.**
- 20. At year-end, monthly Treasurer/Assistant Treasurer reports and any other pertinent Treasurer records should be placed in the AAPA file in The Albany Academies Archives.**