

## DUTIES OF CHAPTER TREASURERS

### **Responsibilities**

1. Keep accurate and detailed information of all income and expenses for your chapter. It is suggested that a spreadsheet or handwritten document be used for this detailed record of funds in addition to the checkbook.
2. All transactions in the chapter's checkbook should be recorded in a timely manner with the balance recorded. It should show that it was balanced with the bank on a monthly basis.
3. Give a financial report at every meeting that details expenses and income then the balance of funds since the chapter's last meeting.
4. Keep accurate accounting of the dues paid by each member.
5. Be able to look back in previous transactions to see when an individual member last paid their dues, when a particular bill was paid, etc.
6. It is the responsibility of the chapter treasurer to maintain an accurate membership roster. This involves turning in the names, information, and dues of new members as well as updating the entire roster and turning in state dues in the fall of the year.
7. **Suggestion:** Have the President and 1 more unrelated person audit all transactions at the end of the year.

### **Outgoing Treasurer**

1. Balance the checkbook with the bank at the end of Dec. or first of Jan.
2. Meet with new treasurer and explain procedures.
3. Discuss if the bank will remain the same or if you will be transferring to another bank. Go with the new treasurer to the bank to sign the account. *Note:* It's best to have two signatures/people that have access to the account. Preferably it would be treasurer and president but if they are related then it should be someone different.
4. Give a copy of your club's roster to the new treasurer.
5. Explain procedures for maintaining the chapter's roster and reporting changes and yearly updates to the state treasurer.

**Thank you for your service to your club and Kansas Good Sams.**

### **New Treasurer**

1. Set up the new account or sign the current account's authorization forms at the bank.
2. Look over previous transactions.
3. Ask questions!
4. Get a copy of your club's roster from the previous treasurer.
5. Expect to receive a copy of your **roster** by email each year around the first of August. Update, print, then mail or bring to rally with a check for the dues of all members. Ex. 10 members- \$100. This is for the following year. Let me know if I need to snail mail a copy of your roster to you in August. My email, mail and cell phone # are below.

**Thank you for accepting this position!!**

## ***MEMBERSHIP ROSTERS and DUES***

**Kansas Good Sam dues** run from January 1 through December 31 of each year. **Dues are \$10.00 for each rig.** Non-rig members may also join by paying the \$10 dues. **Any new members joining before October 1 will need to pay \$10.00 state dues for the current year as well.**

### ***Change in Chapter Membership***

During the year, if you get a new member or a member has a change in information, you will use the ***Change in Chapter Membership*** form. One is included below. You can also find one on our website <http://kansasgoodsams.org>. The \$10 state dues must accompany the NEW member information. You can just email me with a current member's information change as this does not require payment.

Please help us keep our membership information correct by sending us any changes as they occur so communication such as the newspaper will get to them. This **includes changes in member's winter address.**

The following information needs to be updated for the following year's roster:

- ✓ **Mark your officers for the next year.**
- ✓ **Check personal information** – names & addresses and make sure I have spelled everything correctly and I have all your members listed.
- ✓ **Phone numbers** – check for accuracy and if your members have cell phones PLEASE add them – for the spouse/ friend!
- ✓ **Emails.** Check accuracy. If the spouse/friend has an email, please add it also.
- ✓ **Good Sam Member #.** Check accuracy, then, **update the expiration dates.** All those in **red MUST** be updated. Members must be current members of National Good Sam to remain a member of your club and Kansas Good Sam. This is a national requirement.
- ✓ **If another chapter is paying** the dues for a member, please write the chapter name beside their other information with the words “paid by”.
- ✓ **If a current member is not continuing as a member next year,** write “Dropped” in Officer Position column. If a member has passed away please write “Deceased” and the month of their death in front of that individual's name.



*Please, please, please----* return your updated rosters and check for 2019 membership before Oct. 31. This way you have it all finished up before the busy holidays!! Save a stamp!!! *Hand deliver your updated roster and dues check to me at the registration table!!*

**Make check payable to: Kansas Good Sam and use address shown below.**

State Treasurer – Dean Stewart– [rstewart853@gmail.com](mailto:rstewart853@gmail.com) (620) 242-7009

1401 Ranch Road McPherson, KS 67460

**Thank you for your assistance in keeping our KS GS Membership information up-to-date!**  
Kansas Good Sam Chapter Treasurer