



Responsibilities of Chapter Treasurer

QuickBooks Online

- Record all chapter transactions in QuickBooks Online
- Reconcile QuickBooks with bank statement on a monthly basis
- Share financial statements with chapter leadership on a monthly basis
- If needed contact HQ for assistance

Chapter Taxes

- Complete chapter tax information based on QuickBooks Online (Excel form, Word form and supporting information)
- Maintain supporting information (Monthly Bank Statements, Fixed Assets and Investment activities)
- Maintain scholarships records and guidelines
- Canadian chapter to provide quarterly GST/HST report (January, April, July and October)
- If needed contact HQ for assistance

Pay HQ Invoices

- Pay HQ invoice(s) as soon as possible
- Deposit payments from HQ in a timely manner
- If needed contact HQ for assistance

Other Activities

- Train next treasurer with QBs and Tax preparation
- Pay chapter expenses and maintain supporting documents
- Get Chapter President's approval for all expenses exceeding \$600
- Change Bank Signature Card
- Forward IRS/Franchise Tax Board notices to HQ (**DO NOT COMMUNICATE WITH US/CDN TAX AUTHORITIES**)

Note: Please Do Not Contact the IRS

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And as a reminder, we are here to help, just ask.