

1.9. TREASURER

1.9.1. TERM: One year.

1.9.1.1. The treasurer shall be bonded in accordance with KLA requirements.

1.9.2. DUTIES OF THE TREASURER:

1.9.2.1. Attend and vote at all meetings.

1.9.2.2. Receive all monies and give receipts for same

1.9.2.3. Chair the Finance Committee

1.9.2.3.1. Prepare and submit a proposed budget to the KSMA Executive Board before the first scheduled meeting of the new KSMA year.

1.9.2.4. The signatures of two KSMA board members are required in order to move or withdraw any KSMA bank certificate of deposit.

1.9.2.5. Pay all bills within the approved budget and all other bills authorized by the Board of Directors. The President's approval is required for vouchers of ten dollars (\$10.00) or more.

1.9.2.6. Submit a written report at each meeting of the Board of Directors and at the annual business meeting of the association.

1.9.2.7. Inform all officers and chairpersons that expense vouchers are to be duplicated from the form in APPENDIX E, KSMA Business Forms, and properly processed.

1.9.2.7.1. An expense voucher must be completed, signed, and submitted to the treasurer before any bills can be paid.

1.9.2.7.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

1.9.2.7.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

1.9.2.7.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

1.9.2.6.3.2. Invoices/receipts should be submitted as soon as possible.

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1.9.2.7.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of the KLA mileage rate for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.9.2.8. Serve as chairperson of the Finance Committee.

1.9.2.9. Submit a financial statement, together with the treasurer's books, for the annual audit by the Audit Committee as the last duty of office. Final report should be made and audit completed at the KSMA business meeting held during the fall KLA/KSMA joint conference.

1.9.2.10. Retain financial records for five years. Discard records older than five years.

1.9.2.11. ALA Convention expenses incurred by the KSMA President and President-Elect, attending the annual ALA Convention as the State Assembly Delegate will be paid up to the amount allocated in the budget. Adjustments may be made at the discretion of the Board of Directors.

1.9.2.12. Travel expenses are allowed for the President and President-Elect attending special meetings at the KLA mileage rate per car and \$50.00 per night if the meeting is 100 or more miles from their home.

1.9.3. EXPENSES:

1.9.3.1. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meetings are held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.