



Alpaca Breeders of the Rockies

Treasurer

<p>Purpose</p>	<p>Responsible for all accounting of the Alpaca Breeders of the Rockies organization.</p>
<p>Position Duration</p>	<p>Elected per ABR By-Laws by farm membership for two year term. Term begins in odd numbered year.</p>
<p>Contracts</p>	<ul style="list-style-type: none"> • Receives budget information from each Board Director by August BOD meeting • Distributes prior year budget and actual information to each BOD member • Reviews budget information with BOD at September meeting • Prepares annual budget and distributes to membership 30 days prior to winter quarterly meeting • Presents budget for final approval at December BOD meeting • Provides Treasurer’s report for each quarterly membership meeting • Provides Treasurer’s report for each BOD meeting • Receives invoices and requests for reimbursements and makes arrangement for payment thru financial office • Balances bank accounts monthly • Maintains files for use in possible audits • Prepares information for use by CPA in annual tax preparation • Ensure tax return is filed timely – due date is May 15 • Files annual corporate status with State of Colorado • Files sales tax license forms as necessary • Proficient with accounting program currently in use • Acts as liaison between financial firm and ABR • Reviews contract with financial firm to ensure ABR’s needs are being met as necessary • Develop and maintain procedures for check

	requests and expense reimbursement
Liaison & Oversight Responsibilities	<ul style="list-style-type: none"> • Responsible for collecting sales tax information after Shows/Events and file necessary sales tax returns. • Ensures that all W9s are collected. • Work with a financial office to ensure that 1099s are filed in a timely manner. • Sets policies and procedures for funds received at ABR events • Responsible for arranging for insurance needs of the BOD, shows and events. • Maintain list of general ABR contracts (web hosting, printing, insurance agencies, etc.) including account numbers, addresses and main contacts.
<p>Adopted by ABR Board of Directors</p> <p>Dated _____</p>	<p>President: Carl McGill; Vice President: Kim Sawyer; Secretary: Diane Cribley; Treasurer: Ann Danielson; Directors: Denise Haines, Ron Hinds, Peter Ziek, Suzy Rosenkranz, Jody Sharp</p>