



Alpaca Breeders of the Rockies

Treasurer

<p>Purpose</p>	<p>Responsible for all accounting of the Alpaca Breeders of the Rockies, Inc. 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>Tasks</p>	<ul style="list-style-type: none"> <li>• Responsible for the Alpaca Breeders of the Rockies budget             <ul style="list-style-type: none"> <li>- Distributes prior year budget and actual information to each BOD member at July BOD Meeting</li> <li>- Receives next year's budget information from BOD by end of August</li> <li>- Reviews next year's budget information with BOD at September BOD meeting</li> <li>- Prepares annual budget and distributes to ABR members for comment 30 days prior to winter quarterly meeting, normally October 1</li> <li>- Presents annual budget for final BOD approval at December BOD meeting</li> </ul> </li> <li>• Provides report on ABR's financials at each BOD meeting</li> <li>• Provides report on ABR's financials at each ABR quarterly membership meeting</li> <li>• Receives invoices and requests for reimbursements and makes arrangement for payment thru Administrative Office</li> <li>• Ensures bank accounts are balanced monthly</li> <li>• Oversees maintenance of financial files for use in possible audits</li> <li>• Oversees preparation and ensures accuracy of information for use by CPA in annual tax filing</li> <li>• Ensures that annual corporate status with State of Colorado is filed annually</li> <li>• Sets policies and procedures for funds received at ABR programs</li> <li>• Responsible for ABR's sales tax liability             <ul style="list-style-type: none"> <li>- Ensures that sales tax license forms are filed, as</li> </ul> </li> </ul>

	<p>necessary</p> <ul style="list-style-type: none"> <li>- Oversees collection of sales tax for any Program</li> <li>- Ensures that necessary sales tax returns are filed with Colorado and any local government entity</li> <li>• Ensures proficiency with accounting program currently in use by Administrative Office</li> <li>• Acts as liaison between Administrative Office and ABR <ul style="list-style-type: none"> <li>- Reviews contract with Administrative Office to ensure that ABR’s needs are being met, as necessary</li> <li>- Reviews invoices from Administrative Office to ensure that all charges are proper</li> </ul> </li> <li>• Ensures that W-9’s are collected as needed</li> <li>• Ensures that 1099’s are issued in a timely manner</li> <li>• Ensures that insurance needs of the BOD and Programs are met</li> <li>• Maintains lists of general ABR contracts including account numbers, addresses and main contacts</li> </ul>
<p>Liaison &amp; Oversight Responsibilities</p>	<ul style="list-style-type: none"> <li>• ABR President</li> <li>• ABR Board of Directors</li> <li>• ABR Members</li> <li>• ABR Administrative Office</li> <li>• ABR CPA</li> <li>• State of Colorado</li> <li>• Local Government entities</li> <li>• Insurance Company</li> </ul>
<p>Adopted by ABR Board of Directors</p>	<p>February, 2010</p>