



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

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