



SOCIETY FOR MARKETING ADVANCES

SMA TREASURER DUTIES

**GENERAL INFORMATION
501(C)(7) CORPORATION
INCORPORATED IN THE STATE OF TEXAS
CASH BASIS ACCOUNTING
FISCAL YEAR ENDING MARCH 31ST
EMPLOYER IDENTIFICATION NUMBER 86-1075348**

THE TREASURER IS RESPONSIBLE FOR THE FOLLOWING

- Manually develop Balance Sheet (SMA does not have accounting software). This requires the treasurer to enter each transaction in the Balance Sheet each month manually. This is a monthly activity that should occur between the 1st and 5th of each month.
- File Periodical Report in the state of Texas
- File Tax Exemption in the state that the conference occurs.
- File Annual Tax, IRS-EZ-900
- Audit netprofit with CPA
- Develop Treasurer Report for each fiscal year
- Develop a budget for each fiscal year
- Purchase D&O insurance on behalf of SMA
- Payment to T& F on behalf of the MER and JMTP
- Reconcile Bank of American cash flow and Affinipay transaction monthly (Cash Flow audit)
- Process manual credit card payments through Affinipay
- Post transactions each month.
- Make manual/mobile deposit
- Monitor cash assets
- Issue checks
- Reimbursement
- Onsite registration (QR code was used for onsite registration since 2021).

Timelines

Due Dates	Description
January	File Tax Exemption in NC for 2022 conference. File Tax Exemption in TX Pay T&F Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction. Post transactions
February	Manually develop Monthly Balance Sheet (SMA does not have accounting software).

	<p>Reconcile Bank of American account and Affinipay transaction. Post transactions.</p>
March	<p>Monitor workshop income flow Issue invoice/refunds Reimburse the EC member who pays Zoom for online workshop Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction based upon workshop cash flow Post transactions.</p>
April	<p>Develop Treasurer Report Create financial (comparative) analysis for the last four fiscal years (may be included in Treasurer Report) File IRS EZ -900 Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction. Post transactions.</p>
May	<p>Audit the past year's cash flow (monthly) and finalize EZ 900. CPA audit Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction. Post transactions.</p>
June	<p>Purchase D&O insurance Monitor conference registration cash flow Reconcile Affinipay account based upon registration types/categories. Our banking system does not have compatibility, so it has to be done mutually. Manually develop Monthly Balance Sheet (SMA does not have accounting software). Post transactions.</p>
July	<p>Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction. Post transactions. Monitor conference registration cash flow Reconcile Affinipay account with registration categories</p>
August	<p>Manually develop Monthly Balance Sheet (SMA does not have accounting software). Reconcile Bank of American account and Affinipay transaction. Post transactions. Monitor conference registration cash flow</p>

	Reconcile Affinipay account with registration categories
September	<p>Manually develop Monthly Balance Sheet (SMA does not have accounting software).</p> <p>Reconcile Bank of American account and Affinipay transaction.</p> <p>Post transactions.</p> <p>Monitor conference registration cash flow</p> <p>Reconcile Affinipay account with registration categories</p>
October	<p>Report sponsorship and exhibitor funds</p> <p>Create QR code for onsite registration</p> <p>Monitor conference registration cash flow</p> <p>Reconcile Affinipay account with registration categories</p> <p>Settle invoice and payment with the hotel</p> <p>Reimbursement EC members</p> <p>Manually develop Monthly Balance Sheet (SMA does not have accounting software).</p> <p>Reconcile Bank of American account and Affinipay transaction.</p> <p>Post transactions.</p>
November	<p>Transfer funds to the conference hotel.</p> <p>Settle hotel bills after the conference</p> <p>Monitor/Report sponsorship and exhibitor funds</p> <p>Mail cash awards to awardees</p> <p>Email certificates to track chairs and reviewers</p> <p>Assist onsite registration</p> <p>Manually develop Monthly Balance Sheet (SMA does not have accounting software).</p> <p>Reconcile Bank of American account and Affinipay transaction.</p> <p>Post transactions.</p> <p>Monitor conference registration cash flow</p> <p>Reconcile Affinipay account with registration categories</p>
December	<p>Manually develop Monthly Balance Sheet (SMA does not have accounting software).</p> <p>Reconcile Bank of American account and Affinipay transaction.</p> <p>Post transactions.</p>