

Health Science Librarians of Illinois
Job Duties
Treasurer

The general duties of the Treasurer are to pay and track expenditures of the organization. Maintain and update records and forms relating to expenditures and Governmental requirements.

The most important duty is to maintain HSLI's 501C3 status by filing a 1099 tax form on an annual basis to the IRS.

Below is an outline of the tasks that will need completion on an ongoing and annual basis.

Change Ownership as you take on the Treasurer's Position:

Vanguard Fund

US Bank Account

PayPal (contact Stacey Knight-Davis)

US Bank Cash/Visa Card

Statement of Change of Registered Agent (Illinois Secretary of State) <https://www.ilsos.gov/>

Annually Work with Accounting Firm to prepare 1099 form:

Submit to them:

Copies of Check Register

Yearly PayPal Account Activity Report

Monthly Bank Statements

Bills for Annual Meeting

Scholarship Information

Accounting Spreadsheet

Miscellaneous Receipts

Download PayPal Tax Document

Vanguard reports

Tax Duties:

File 1099 Form

File:

U.S. 1099

Annual Report to State of Illinois (September)

Conflict of Interest statement

Treasurer Report (at Board Meetings and Annual Meeting)

Update:

Accounting Spreadsheet

Records to Keep:

Treasurer Reports

1099 Tax returns

Annual Report to State
Agent of Change
Bank statements
PayPal Annual reports
Receipts for expenditures
Annual Meeting bills and expenses

Final Duty:

Meet with incoming Treasurer to go over duties. Go together to Bank to change ownership of account. Prepare and handover Treasurer boxes. Send spreadsheet electronically. Update Treasurer's Job Description as needed. Create a phone/address list relevant to duties. Leave your email and phone number to answer questions when they come up.