

Jefferson City Chapter
Missouri Society of Professional Engineers
Treasurer Duties
July 2011 to June 2012

Chapter Lunch Meetings

- Get cash from bank for change
 - ~\$30 (ten 1s and two 10s)
- Take cash from members at lunch and keep track of number of each:
 - \$9 per member
 - \$9 per guest of members (1st visit is free)
 - \$10 non-member
 - \$3 PDH only (no lunch)
 - Speakers are free
 - Redeemed lunch vouchers are free (keep voucher as a receipt)
- Pay American Legion for lunch
 - Keep track of number of lunches vs. non-lunches
 - Write check for number of lunches x \$8
 - Keep carbon copy of check as a receipt

Officers' Meetings

- Present Treasurer's report:
 - Cash Flow Report: 7/1/11 to present
 - Net Worth Report: 7/1/11 to present

General Duties

- Balance checkbook
 - Update Excel files (once a month or as needed)
- Write checks for various chapter expenses and keep receipts