



The College on Problems of Drug Dependence

Treasurer Standard Operating Procedures

Mission: The Treasurer oversees the financial management of all business affairs and activities of the organization.

Operations: The Treasurer shall have the following duties:

- Oversight responsibility for the custody and safekeeping of all funds of the corporation and overseeing their collection, receipt and disbursement.
- Ensure that designated individuals maintain accurate accounts of the transactions of the corporation in records belonging to the corporation.
- Disburse the funds of the corporation in such a manner as the Executive Office or the Board of Directors may require.
- Countersign or initial all notes, endorsements, guarantees and acceptances made on behalf of the corporation when directed by the Board of Directors. The Treasurer will approve such contracts as are recommended by the Executive Office, unless the contract is deemed to be fiscally unsound or placing CPDD at an unacceptable financial risk.
- In cooperation with the Executive Office, render to the Board of Directors, at least annually, or whenever they may require, an account of transactions and of the financial condition of the corporation, and such other financial reports as may be necessary or appropriate.
- Prepare the annual budget in consultation with the Executive Office and present the budget to the Board for approval.
- Serve as Chair of the Finance Committee and keeps the minutes of that Committee.
- Work with the Finance Committee and the Executive Office to develop fiscal policies for recommendation to the Board to ensure the financial integrity and sustainability of the corporation. This includes development of long-term financial strategies.
- Be the liaison with the corporation's investment manager in handling the corporation's investments and reserves, with oversight from the Finance Committee and the Board of Directors.
- File the IRS Form 990 and ensures that related tax documents are properly submitted in a timely manner, with oversight of the accountant and approval of the Executive Office.