

Treasurer is responsible for:

- Maintaining/reconciling bank accounts

  - Checking

  - Savings

  - PayPal

- Depositing revenue

- Issuing payments

Treasurer will reconcile accounts on a monthly basis.

All checks for dues are to be sent to the Membership Chair first for recording and then forwarded to the Treasurer for deposit.

PayPal payments are recorded by Treasurer and communicated to President (annual luncheon) and Membership Chair (membership).

Treasurer creates a monthly Treasurer's Report to be presented at the monthly meeting.

Treasurer maintains meeting notices/minutes for annual record keeping.

Treasurer initiates periodic audit as required in the By Laws.

Account signatories include the Treasurer and President.

Expenses are paid by check, debit card, or online banking, as appropriate.

Any payment exceeding \$2500.00 requires approval of the President to be obtained via email.

Technology infrastructure is maintained by City of Colorado Springs Department of Information Technology. CSIA benefits from the security infrastructure as records are maintained on the City IT network.