TREASURER’S STIPEND REQUEST

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I respectfully request payment of a one-third installment of the Treasurer’s stipend.

I acknowledge that the purpose of this stipend is to recognize and compensate me for time spent attending to Treasurer’s duties as outlined in Article VI – Duties of Officers, Section 4 of the Ephrata Education Association bylaws. (copy of section on reverse)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article VI—Duties of Officers**

Section 4. The treasurer shall:

1. oversee the collection, transmittal, and disbursement of dues;
2. deposit all monies in a bank in the name of the Association;
3. notify the Association of the name of the bank in which dues are deposited;
4. hold all funds and disburse them accordingly upon the approval of the Executive Board. Electronic submission of reimbursement requests and approval is expressly allowed;
5. sign all checks, with the exception of checks made payable to the treasurer, in which case the president will sign;
6. prepare an annual financial report which shall be distributed once each year to Executive Board members and one to each work site;
7. assist the Budget Committee in the initial drafting of the annual budget;
8. provide a report for each membership meeting;
9. prepare the books for an audit; and
10. file the appropriate federal and state forms.