



Michigan Teachers of English
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • www.mitesol.org

Position Description

Treasurer

- 1. Maintain accurate financial records**
 - 1.1 Prepare a yearly budget and present to Executive Committee for approval.
 - 1.2 Maintain monthly income, disbursements, and account(s) balancing from checking account and accounting software.
 - 1.3 Prepare financial reports and present at Executive Committee meetings.
 - 1.4 Prepare an annual report for presentation to the membership at the annual meeting and for posting to the MITESOL website.
 - 1.5 Submit annual report to Past President for inclusion in MITESOL's annual report to TESOL. Due within the first quarter of each calendar year.
 - 1.6 File IRS form 990 (if MITESOL receives revenues of \$25,000.00 or more in a calendar year).

- 2. Collect and disburse funds**
 - 2.1 Pay regular expenses as they occur
 - 2.1.1. TESOL affiliate dues
 - 2.1.2. TESOL liaison registration fee to TESOL conference
 - 2.1.3. Web site expenses (domain name registration and site hosting fee)
 - 2.1.4. Post office box annual fee
 - 2.1.5. Marckwardt Travel Grant
 - 2.1.6. ATE-CR expenses
 - 2.2 Pay non-budgeted expenses after receiving authorization from Executive Committee. Keep copies of invoices in files.
 - 2.3 Deposit MITESOL funds into MITESOL account(s) as they are collected. Monies received should be deposited promptly. An itemized record should be kept for each deposit made.
 - 2.3.1 Membership dues: post office box courier forwards membership envelopes to Treasurer who extracts, records, and deposits checks; makes a note of amount of payment on the membership forms; forwards the membership forms to the Membership Coordinator for input into the database. Membership forms should be forwarded promptly.

Treasurer Position Description continued

2. *Collect and disburse funds continued*

- 2.3.2 Conference dues: Treasurer should coordinate efforts with the President-Elect/Conference Chair. Treasurer receives conference registrations and extracts, records, and deposits the checks. Treasurer then keeps conference registrations in a binder and keeps a list of all people who have registered. On the day of the conference, Treasurer should bring the binder as well as five copies of the registration list for check-in at the conference.
- 2.3.3 Publisher advertising: receive checks for exhibit space at conferences, publisher-sponsored events at conferences, and fees for advertising in newsletters. Send receipts on MITESOL letterhead to contributors.
- 2.3.4 Co-sponsored event contributions (i.e. MITESOL Reception at annual TESOL conference): receive and deposit checks from participating sponsors. Send receipts on MITESOL letterhead to contributors

3. **Advise new Executive Committee members on procedures for using MITESOL funds**

3.1 Annual budget allocations (for 2007)

Communications	10%
ATE-CR	4%
Office Supplies	2%
TESOL	0.5%
MITESOL reception at TESOL	5%
Cost of Membership	4%
Executive/Advisory Board	7%
Marckwardt Award	1%
Cost of conference	65%
Professional fees	0.5%
Reserve	1%

3.1.1 Suggestions for preparing the annual budget are:

3.1.1.1 Categorical expenditures shall be based on a percentage of the total revenues received by MITESOL

3.1.1.2 total revenues received by MITESOL shall include all revenues received from January 1 of one year through January 31 of the next year. The Treasurer shall prepare a financial report at the end of January for approval at the February board meeting. This report shall include actual dollar amounts allotted to each category.

3.1.1.3 Each categorical committee will have the responsibility of planning and budgeting money in their respective accounts.

*Updated: June 7, 2008
MITESOL Executive Board*

Treasurer Position Description continued

3. *Advise new Executive Committee members on procedures for using MITESOL funds continued*
 - 3.1.1.4 These guidelines are set forth as “guidelines” and shall remain fluid and flexible for any unforeseen purposes of MITESOL.
 - 3.1.1.5 The percentages proposed for most categories have been determined by taking the average between the previous 2 years for each category. The category of reserve was added in 2001 to prevent MITESOL from reaching a -0- or negative bank account balance.
 - 3.1.1.6 The categories and percentages shall be reviewed each year by the Executive Board.
 - 3.2 Request for reimbursement
 - 3.2.1 Publicizes and receives applications
 - 3.2.2 Designates winner (MITESOL pays student pre-registration fee to TESOL)
 - 3.3 Tax-exempt status for purchases
- 4. Important Information**
- 4.1 MITESOL is registered with the IRS as a non-profit organization and the Tax Identification Number (TIN) is 38-2121374
 - 4.2 MITESOL is exempt from sales tax. Tax exempt number: 38-2121374
 - 4.3 MITESOL holds a checking account at TCF Bank (opened 2/8/06) account number: 8883499028. See www.tcfbank.com for branch locations.
 - 4.4 MITESOL has online access to its TCF bank account at <https://secure.mvnt4.com/tcf/OnlineBanking/index.jsp>
 - 4.5 Signers on the account should be the Treasurer, the Current President and the Incoming President. These officers should be the only ones with a TCF Visa check card.
 - 4.5.1 It is up to the Treasurer to update cardholders as board composition changes.
 - 4.6 MITESOL has a PO Box and no other mailing address: PO BOX 3432 Ann Arbor, MI 48106
 - 4.7 MITESOL shall waive the conference registration fees for Executive Board members for the years that the board members are in service
 - 4.8 Executive Board members are reimbursed mileage at the standard mileage rate used by the IRS (currently 44.5 cents/mile) for one board meeting per year (Nov. – Oct.).
 - 4.9 MITESOL has a ctools site on the University of Michigan server. This is where spreadsheets can be uploaded, modified, downloaded from, etc. Current owners of the site (Carol Wilson-Duffy, Sue Dyste, Ildi Porter-Szucs, and Jacquie Osborn) can add and delete other members/owners.

*Updated: June 7, 2008
MITESOL Executive Board*