

Duties and Responsibilities of the State Treasurer

In many ways the State Treasurer has the most difficult and challenging job of all the State Officers. It is important to “get a handle on” the system and its activities at once, since the State Treasurer is charged by the State Council with being the Steward of the State Funds - and that is a great responsibility. The State Treasurer must, sometimes on a daily basis, know what to tell the State Deputy about how the budget is being adhered to and about areas of possible shortcomings. This is a brief overview of the State Treasurer’s “job” but it is important to note that the job has a number of important functions.

First, as previously stated, the State Treasurer is the Steward of the State Funds. As the keeper of the books, the Treasurer will input on a daily [or at least weekly] basis the bills that are presented to him as part of the business of the State. All deposits (debits) and payments (credits) are recorded in the “Quickbooks” ledger as they are paid. Each debit and credit entry to the “books” must be properly coded to ensure that funds are properly accounted for on a budgetary basis. Checks are written and posted, and then mailed to the vendor.

A second State Treasurer function involves providing the State Deputy and Officers a monthly accounting of what bills have been paid, what bills are pending, what receipts have come in, and what the checking balance is.

This is accomplished by printing preformatted reports set up in the Quickbooks ledger, although a summary Excel report can be easily prepared as well. These reports presume that the State Treasurer properly reconciles entries to the state books each month against the bank statements that are received from our bank, Regions Bank.

Another State Treasurer function involves assisting the State Deputy in preparation of the annual budget that the State Treasurer will present on the State Deputy's behalf at the State Convention. A review of the fiscal records will help the State Deputy understand where monies are needed and where they have been spent in the prior year so that an appropriate plan for the coming year's expenditures can be assembled. An estimate of the per capita assessment must be included as evidence that the next budget can be funded through the receipt of council per capita assessments; the rate recommended by the State Treasurer will help the State Deputy decide what per capita rate will be presented for approval by delegates at the State Convention.

One other significant function the State Treasurer takes on is the maintenance of all Form 100's prepared by Tennessee councils. These Forms are supposed to be delivered to the State Treasurer (not to the Supreme Council) for recording and delivery to Supreme. An Excel summary report has been developed that allows monthly tracking of each Form 100 received, by council and by category (i.e., new member, transfer, readmit,

withdrawal, suspension, data change, death, NMP, etc.), for overnight mailing once a month to the membership department at Supreme. This effort constitutes the database of “history” that is being used to support the councils in their efforts to keep accurate records on file with Supreme. This particular duty is time-consuming and should be attended to as often as possible but not less than weekly. It is important to note that mistakes and questions will be uncovered routinely and that these “finds” will lead to follow-up correspondence with the Financial Secretaries of state councils as well as the membership department at Supreme.

A final but equally important function involves the routine support of the State Council team at various state and council functions throughout the state. As a minimum, the State Treasurer is expected to attend the annual State Convention and the Kick-Off and Mid-Year meetings. In addition, the State Treasurer should be available to make perhaps a dozen or more council visits as a representative of the State Council and should also set aside time to appear at district or regional activities (degrees, new council developments, assembly functions, etc.) to promote unity among the membership and to provide support on behalf of the State team.

All in all, the State Treasurer job involves plenty of work and a great deal of dedication and patience; these experiences and virtues will provide excellent training ground for future State Deputies.