

## 2008-2009 WBEA Program of Work as of 06-30-08

### Duties of WBEA Treasurer:

Michael Fujita  
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Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Ongoing	1020.1 and 3010.1	1. Maintain membership in NBEA/WBEA in good standing.	Paid membership through 06/30/08
Ongoing	3130.1	2. Attend all meetings of the Executive Board and Executive Committee.	Ongoing
Ongoing	3130.2a-c	3. Setup and maintain an accounting system with accounts related to the budget categories.	Ongoing
Ongoing	3130.3a-b	4. Maintain an interest-bearing WBEA checking account. Receive and disburse the funds of the corporation in accordance with the procedures in Section 7000 - Finance.	Ongoing
Ongoing	3130.5	5. Serve on Finance Committee. See Section 6040.	
Ongoing	3130.7	6. Have expense reports available at Executive Board and Executive Committee meetings.	
As needed	3130.9	7. Assume the office of the President in absence of the President and President-elect.	
As needed	3130.10	8. Perform other duties as the President and/or Executive Board may delegate.	Ongoing

August 2008	3130.8	9. Arrange for the review of the accounting records of the association as soon after the close of the fiscal year (usually this cannot be done until WBEA receives final income and expense figures from NBEA) as possible. Reviews will be submitted to the President and President-elect.	Ongoing
October 2008	10000	10. File IRS Form 990 and AZ Form 99 if required.  Maintain Incorporation status by filing annual report in Arizona as stated in Section 10000 due Oct. 30. <a href="http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/names-detail.p?name-id=01195299&amp;type=CORPORATION">http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/names-detail.p?name-id=01195299&amp;type=CORPORATION</a>	
January 2009	3130.4	11. December 31 financial reports of previous budget year are submitted to President for inclusion in Executive Board packet of materials for the WBEA Executive Board meeting. Copy sent to NBEA Executive Director.	
February 2009		12. Meet with incoming Treasurer at Annual Conference and discuss financial operations of the organization and procedures for transition. Transfer whatever records can be given to incoming Treasurer.	Ongoing.
June 2009	3130.9	13. All records except the prior year's books should be transferred to the new treasurer by June 30.  At least a month before new treasurer assumes office arrangements should be made to transfer enough funds so that new accounts, if needed, can be opened by June 30.	Ongoing.
June 2009	3130.4	14. June 30 financial reports of previous budget year are submitted to President for inclusion in Executive Board packet of materials for the WBEA Executive Board meeting. The June 30 statements should include at least a five-year comparison balance sheet.  a June 30 financial statement, balance sheet, and comparative balance sheet of the previous year should be mailed to the NBEA Executive Director as soon as completed but no later than October 1 following the close of the fiscal year.	Will prepare tentative report after receiving the June 2009 bank statement. Final report not possible till NBEA send bill for WBEA rep. costs in August 2009.