



---

## ASSOCIATION OF RETIREES OF THE INTER-AMERICAN DEVELOPMENT BANK

### TREASURER'S OFFICE

The Office of the TREASURER of the ASSOCIATION OF RETIREES OF THE INTER-AMERICAN DEVELOPMENT BANK (the Association) is composed of two officers: Treasurer and Deputy Treasurer plus a part-time accountant working under contract. The functions performed are listed below and conform to the Association's By-laws as well as widely accepted accounting, financial and auditing practices, to assure the effectiveness, transparency and accountability of all their tasks.

### FUNCTIONS OF THE TREASURER'S OFFICE

1. Maintain and update the Association's list of active members (international and local) making periodic adjustments to reflect new members and loss of members (due to death, withdrawal or suspension).
2. Collect membership dues, either by means of the payroll retentions made by HRD to members who have selected that option or by cash (check) payments collected from members that have not selected that option.
3. Manage the Administrative Budget resources allocated annually by the IDB to the Association, in accordance with the Board's guidelines.
4. Issue payments (by checks, bank transfers or budget transfers) for supplies and services required for the normal operations of the Association, including payments for payroll, petty cash, parking and other related services, as well as payments to the IDB cafeteria for the cost of receptions held on the occasion of the Association's Annual Meeting.
5. Collect payments from member participants, and pay the corresponding restaurant provider, for the costs of the monthly luncheon organized by the Association. Record, in a timely manner, all accounting transactions made (income received, and expenses and transfers made) in the official books kept for that purpose by the Treasurer's Office.
6. Consolidate all accounting transactions (income, payments, transfers, investments, account reconciliation) using Quick Books, or similar approved software.
7. Periodically reconcile the checking and savings accounts held by the Association in different banks (currently in the IDB-IIC Federal Credit Union).
8. Reconcile the status of accounts maintained at the IDB Credit Union by the Association's chapters, on a monthly basis.
9. Carry out and monitor the evolution of the Association's investments (in CDs and money markets) held at different financial institutions (currently in the Credit Union).
10. Maintain and update the Treasurer's Office accounting and financial filing systems and secure checkbooks under lock and key.
11. Prepare and present quarterly financial and accounting reports (balance sheet and statement of revenues and expenses) for the Board.

12. In February of each year, prepare and present to the Board the final financial reports for the previous year.
13. In February of each year, prepare a binder containing all of the financial and accounting information required by the Association's auditors.
14. Interact with the external auditor in order to provide the necessary support and documentation that might be requested to complete the annual audit.
15. In January of each year, prepare Form 1099 for the contractual staff of the Association, and distribute it to them. Prepare Form 990-EZ tax returns to be submitted to the IRS.
16. Prepare the Treasurer's report for inclusion in the Association's Annual Report and make a presentation on its contents at the Association's Annual Meeting.
17. Prepare the Association's Annual Budget Request to the IDB and present it to the Association's Board of Directors for consideration and approval, prior to its formal submission to the Bank's Budget Committee.
18. Pay the corresponding filing fee (\$80 as of January 15, 2013) to the Department of Corporations of the District of Columbia Government, to maintain the Association's status as a Non-Profit Corporation.
19. Report, as needed, changes to the names of the Treasurer and Deputy Treasurer as authorized officers to carry out financial transactions on the Association's behalf to the banks where the Association keeps savings, checking and investment accounts.

Approved at the Board Meeting of May 22, 2013.