**Local Treasurer Duties and Responsibilities**

Protecting the funds and assets of the Local is the fundamental job of the Treasurer. The responsibilities of the treasurer are to:

* Maintain an updated and accurate membership dues database.
* Perform all duties as required by the CWA Constitution and Local Bylaws.
* Prepare budget in consultation with other officers.
* Maintain all financial records (vouchers, checks, bank statements, etc).
* Receive and Record all funds due to the Local, including dues payments from the International, cash dues, reimbursements, initiation fees, etc.
* Handle bills/all approved expenditures of funds.
* Secure authorization, documentation and explanation for all expenditures.
* Reconcile and keep bank account records.
* Report on finances to Executive Board and membership.
* Furnish financial statement to International.
* Maintain dues/membership records on employees.
* Prepare Forms W-4, W-2, W-3, I-9.
* Prepare Forms 1099, 1096.
* Prepare and reconcile accounts (i.e. QuickBooks).
* Meet Federal Report requirements.

 Prepare and sign Dept. Of Labor LM reports

 Prepare and Sign IRS Form 990

 Prepare/Pay Unemployment Compensation Form 940

 Do Quarterly tax reports-- Form 941

* Meet state, county, city report requirements.
* Arrange for annual audit.
* Cooperate with Local Trustees to facilitate audits.
* Handle bonding coverage.
* Help Safely Manage Local's assets.