

Chapter 8: Treasurer

I. Role

The Treasurer shall perform the customary duties of this office and shall be responsible for the safekeeping of all funds of the Round Table and for the payment of all duly incurred bills. Funds shall be deposited with ALA, the fiscal agent, and it shall draw checks against these funds, as directed by the Treasurer, to pay obligations incurred by the Round Table.

The two-year appointment begins on September 1st, in accordance with the GODORT *Bylaws (Article IV, Section 1)*. An appointment can be for a maximum of two consecutive terms (four years).

The Treasurer attends the GODORT Membership meeting and Steering Committee meetings at Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences.

II. Major Responsibilities

- A. The Treasurer is a member of the following committees: Steering, Executive, Development, and Publications.
- B. The Treasurer serves as GODORT's external liaison to the ALA Budget and Review Committee (BARC).

III. Specific Functions

Bylaws governing GODORT finances are in Article X of the GODORT *Bylaws*.

A. Policies

1. GODORT will work on the same fiscal year as ALA, i.e. September 1-August 31.
2. The draft budget for *DttP* is provided by the Editor, *DttP*.
3. The draft budget for *DttP* is approved by the GODORT Publications Committee.
4. The Treasurer presents the draft budget for the upcoming fiscal year to the Steering Committee for approval or amendment sometime after the end of the current fiscal year (August 31) and before the Midwinter conference via email so that it can be voted on for approval at the conference. A budget should be submitted to the Steering Committee each year, but if there are no changes, it is not considered a "new budget" and does not need to be sent to ALA.
5. Once approved, the new budget will be sent to GODORT's ALA Representative. GODORT's ALA Representative will send a reminder to the GODORT Treasurer in late January or early February, and specify a deadline in March. The reminder should include instructions for submitting the new budget.
6. Profits should be deposited in the GODORT account in the appropriate revenue line.

7. A copy of the *DttP* statement of accounts will be sent to the Treasurer in advance of budget preparation (no later than June 15) and in advance of audit (no later than September 15).
8. Any functionary of GODORT may request an advance for anticipated expenditures of approved administrative or committee activities. GODORT authors may receive an advance against royalties as specified in the specific publisher's contract or with approval of the GODORT Steering Committee. The author shall send the Treasurer acknowledgement of the receipt and amount of a publisher's advance against royalties at the time of the payment. By August 15th of each year, any person to whom such sums shall have been advanced shall send an itemized accounting of such sums, and a refund of unexpended funds to the Treasurer who will send to GODORT's ALA Representative for deposit in GODORT account. The Treasurer will send the author an acknowledgement of receipt of such funds.
9. Any request for a total of more than \$100.00 from a single source in a year will require Steering Committee approval prior to Treasurer's action.
10. All bills, with completed reimbursement form (see appendix) should be sent by Task Force/Committee Chair to the Treasurer for approval. If the amount requested exceeds \$100.00, the Treasurer will consult with Steering Committee prior to approving it. All bills will reflect the appropriate GODORT activity and expenditure codes (appendix).

B. Procedures

1. All expenditures greater than \$100 must be approved in advance by the Steering Committee. The following steps are to be followed for the payment of an approved expenditure:
 - a. The bill, invoice, etc., of an approved expenditure is sent to the Treasurer. If the bill exceeds \$100.00, the Treasurer consults with the Steering Committee prior to approving it.
 - b. The Treasurer forwards the bill to GODORT's ALA Representative. (See Appendix: Misc for Chart of Accounts).
 - c. GODORT's ALA Representative sends the bill through to the ALA Accounting Department.
 - d. The ALA Accounting Department enters the properly approved bill into the ALA expenditures approval list, writes and sends the check to the payee.
2. All bills sent to the GODORT Treasurer must include the following information:
 - a. Itemized account of what is being billed and a bill of receipt (if available).
 - b. Name and address of person to be paid.
 - c. Clear indication of which GODORT activity (line item) is to be billed.
3. The procedures of reimbursement through ALA can take several weeks, even when each step is expedited. Individuals who incur bills for GODORT should be aware of this and so inform suppliers, or should settle the bill themselves and request reimbursement.
4. Funds approved during one fiscal year, September 1 - August 31, and not expended for the approved expenditure during that fiscal year, need to be re-authorized by the Steering Committee before being passed for payment in a future fiscal year.

5. As an internal control measure, funds remaining after reception expenses will be saved for next reception. An acknowledgement will be sent to vendors that residual funds will be applied to a future event.
6. ALA regulations require that all expenditures fall within budgeted amounts and no expenditures can be approved for a non-budgeted expenditure.
7. The DttP Editor's stipend (\$750) should be paid out through the GODORT's ALA Representative after the completion of a volume with the Winter issue.

C. Communication tools

1. Uses the current communication tool(s) employed by the Steering Committee.
2. Submits all content changes for the GODORT website to the Technology Committee for posting, upon the direction of the Steering Committee.

FINANCIAL CONTACTS (as of May 2018)

GODORT's ALA Representative

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