

TREASURER

Revised 2018

Bylaws Article VII – Officers

Section 1. H. The Treasurer shall be responsible for maintenance of all financial records, and shall chair the Finance Committee.

Chair of the Finance Committee
Responsible for maintenance of all financial records
Work with Naifeh and Associates

1. Receive and record income from all sources; deposit such money in OMTA checking account
2. Pay in a timely manner all bills incurred as officially approved operating expenses of OMTA.
3. Prepare and present to each meeting of the Executive Committee and the OMTA Board reports on the current financial status of OMTA. A complete financial report covering the entire fiscal year shall be sent to the Board following the annual audit.
4. Report and pay governmental and licensing agencies:
 - A. File the following at beginning of term of office of new Treasurer:
 - (1.) Oklahoma Secretary of State: report change or designation of registered agent and/or location of registered office. \$10.00 fee
 - (2.) Internal Revenue Service: report change of address of OMTA office
 - B. Oklahoma Tax Commission: Deadline: February 27 - annual registration of OMTA under Oklahoma Solicitation Charitable Contribution Act, most recent IRS Form 990 to be attached. \$15.00 fee
 - C. Internal Revenue Service: November 15 –by the 15th day of the 5th month after end of fiscal year, send file Form 990.
5. Keep payments current:

Bluff Creek Storage (405-341-4688) paid in 7 month increments, due the first of the month
Constant Contact
6. Send W-9 forms from Adjudicators to Naifeh and Associates
7. Annually withdraw interest from CFO Endowment Fund #83. CFO Endowment Fund #83 will remain open indefinitely.

Financial reports are sent to the Treasurer by the Coordinators within 2 weeks after an event.