TREASURERRevised 2022

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 – Gayle Rodgers (gayle@naifeh.net)

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. Hold a Finance Committee meeting twice a year shortly before the annual board meeting.
4. Prepare and present to each meeting of the Executive Committee and the OMTA
Board reports on the current financial status of OMTA.
	* 1. Summer Board Meeting Reports: July 1st of previous year to present
		2. Winter Board Meeting: January – December of previous year
		3. Include: Balance Sheet, Profit & Loss, 3-year comparison
5. Complete the MTNA State Competitions Final Report by the end of each year.
6. Report and pay governmental and licensing agencies:
	1. 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
	2. 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
	3. Internal Revenue Service: November 15 –by the 15th day of the 5th month
	after end of fiscal year, send file Form 990.
7. Keep payments current:
Public Storage (3745 NW 166th St Edmond, OK 73012) paid yearly via online account
8. Update W-9 list yearly and send forms from Adjudicators to Naifeh and Associates as requested.

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