

## Update for job responsibilities for NYN Treasurer:

1. Arrange with NYNAC coordinator for opening and co-signing of checking account. All checks should be signed by two authorized parties.
2. Receive the original or a copy of the monthly NYNAC bank statement.
3. Receive the annual financial report by March 1 following the NYNAC event for a review with the Finance Committee.
4. The financial report will include a report of monies received and dispersed along with an explanation of to whom and the purpose.
5. Receive excess funds from the NYNAC account each year following the annual event.
6. Receive all funds from the NYNAC account at the end of the three year term. A new check for seed money will be issued to the incoming NYNAC coordinator.