

## LWVIEF Assistant Treasurer

Approved December 8, 2007

1. To support the funding of LWVIEF-related activities as separate from those involving LWVIN and to reduce the workload of the treasurer, the LWVIEF board appoints an assistant treasurer. The assistant treasurer acts under the authority of the LWVIEF treasurer. See LWVIEF Bylaws II-3-d and IV-5. The assistant treasurer serves as LWVIEF consultant to the board, the state office, and the LLs (local Leagues) and members. This includes responses to messages arriving by email or phone.
2. The board encourages the assistant treasurer to recommend changes in the administration of LWVIEF funds and activities and in the office of assistant treasurer.
3. The assistant treasurer maintains a transaction register of LWVIEF investment activity and checking account activity, including a paper record.
4. Quarterly, and at other times as requested, the assistant treasurer submits a financial report to the board. The assistant treasurer makes the financial records available to the board and the tax preparer.
5. The assistant treasurer may be asked to attend board meetings.
6. The assistant treasurer assists the budget committee in preparing the annual LWVIEF budget.
7. Under the supervision of the assistant treasurer, the state office deposits checks made out to “LWVIEF” into the LWVIEF account; informs the assistant treasurer of incoming mail and deposits; creates photocopies of original documents that cannot be retained, such as incoming checks; provides the assistant treasurer with PDF or paper copies upon request; and deposits all documentation in the LWVIEF files.
8. In email transmission of proprietary data such as financial reports, LWVIEF, just like LWVIN, uses password-protected file attachments. The policy on “Written Communication Within or on Behalf of LWVIN” applies to LWVIEF as well, using “LWVIEF” instead of “LWVIN” where appropriate.
9. The assistant treasurer pays the Indiana Secretary of State Business Entity fee when due.
10. The assistant treasurer prepares LWVIEF checks for signature by the treasurer or president and mails them along with adherent documentation, such as board approval.
11. The assistant treasurer keeps *LWVIEF and the Local League* and the forms for donation, project approval request, fund transfer and project report current. LWVIEF maintains separate funds on behalf of LLs. LWVIEF also conducts state-level projects. With respect to both, see *LWVIEF and the Local League*. For state-level projects, the assistant treasurer serves as director, unless the board appoints a separate director.
12. To the LLs with LWVIEF funds, the assistant treasurer offers guidance; provides *LWVIEF and the Local League* and the forms for donation, project approval request, fund transfer and project report; forwards funding requests to the board; and oversees the approval process. For each project, the assistant treasurer maintains a complete paper record including the LL’s final report.

13. Semiannually, the assistant treasurer provides each LL that maintains an LWVIEF fund with a report on its fund balance and LWVIEF activity. Expenses of the assistant treasurer are submitted to the LWVIEF treasurer for reimbursement.