

## BMITE Treasurer Notes

### General Duties:

- You will need to get with Carrie DeMuth from ODCTE to put your name on the account so that you can write checks. You will probably need to go to Stillwater one day for this.
- Angela Jones from ODCTE will send you the bank statement each month for you to record interest and balance the checkbook.
- You will receive bills/invoices that you will make payments to and you will also mostly be writing checks for approved reimbursements to BMITE officers. Each check written requires 2 signatures. Your signature, and then I would mail the check to Carrie DeMuth for the final signature and she would send it on then to the recipient of the check.
- There will be a Dean Denton scholarship recipient each year and the committee will send you a name with their contact information.

### Fall and Spring:

- There will be a fall and spring officer meeting. At this meeting your book will need to be up to date. The finance committee will audit your book to make sure everything checks out. You will also need to prepare a treasurer's report. There are examples of these in the binder.

### Summer:

- Continue checking your email for emails from teachers with invoices and bank statements from Angela.
- In July you will need to complete a statement of revenue for Angela and the taxes. I have left copies of different years for you to use as reference. She will also be a great guide for this.

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