

NCDA Treasurer job description:

1. Road Show paperwork at end of year - Deputy Director (Brian Thill) sets budget for the Road Show and coordinates with NAI to get checks cut for the different sites we visit. NAI sets up and pays for the following: Lunches, buses. As Treasurer, you check in with Brian in July and then of course in October just to see if you need to take care of anything. Again, NAI has always done the Road Show paperwork so you usually just double check the addition. Usually, an NAI staff member would meet us to pay for the Monday night Road Show dinner. If Brian must pay, he will get a receipt and send you a copy. Brian will buy swag and snacks for the participants and also get a receipt and send you a copy. The paperwork you must do is a disbursement form to disburse money from the NCDA account to NAI and then a reimbursement form to reimburse for Brian's expenses. Treasurer sends these forms to Sarah Ellsworth, NAI accountant, sellsworth@interpnet.com. The disbursement form and reimbursement forms are found on the [NAI Organizational Unit Resource page](#), scroll down to "forms."

We usually make enough profit on the Road Show to give away two \$500 Conference Road Show scholarships and possibly offer some CIM scholarships.

2. Road Show scholarship paperwork in summer - we notify the scholarship winners in July and do the paperwork by August at the latest. You fill out a disbursement form to disburse funds from NCDA to NAI to pay for their Road Show registration (\$250 - \$290), then fill out a disbursement form to disburse funds from NCDA to the winners for the remainder. Treasurer sends these forms to Sarah Ellsworth, NAI accountant, sellsworth@interpnet.com. NAI has a check waiting for them at the Conference.

3. Certified Interpretive Manager (CIM) if we offer it - At any time through the year someone can apply for this. When it happens, they send their paperwork to NAI, then the Treasurer fills out a disbursement form to send money from NCDA to NAI certification. Treasurer sends these forms to Sarah Ellsworth, NAI accountant, sellsworth@interpnet.com.

4. Setting budget with NCDA Director through email. NCDA budget is pretty simple and Directory (Amy) usually just does it.

5. Other: Emailing maybe once a month with NCDA officers, having occasional conference calls with Officers, giving financial update at the National Conference, if attending.

Here is additional information from Sarah Ellsworth, NAI accountant, sellsworth@interpnet.com:

- For any money coming *in* to NCDA – fill out a Deposit form, sign it, and send it to the National office along with any associated checks or paperwork. This helps us keep our accounting records straight. (For NCDA, all money comes from the Road Show and NAI Conference Manager has handled this.)

- For any money being *spent* by NCDA – fill out a Disbursement form, sign it, and attach supporting documentation. *We cannot send any payments on NCDA's behalf without all three things – **Disbursement form, treasurer or director's signature, supporting documentation.*** Supporting documentation can include invoices, emails showing an

agreed-upon payment amount between two parties, board or committee minutes showing a decision to expend funds, scholarship report showing the winner(s) and selection criteria, etc. The Disbursement form tells us **who** and **where** to send payment; the supporting documentation provides **proof** for our auditors. Sometimes there are some weird ones (like a Disbursement form which is basically showing just an internal transfer between NCDA's accounts and National's account) but generally, we always need these three things from you before we can process payment. Any forms found on the [Organizational Unit Resource](#) page.

You will receive quarterly reports from National showing all income and expenses that NCDA made during that quarter. Please review these at your earliest convenience and always contact me immediately if there are any transactions you don't recognize.