

K.N.A. Treasurer Duties

- 1 Create Annual Budget (from July 1st to June 30th of next year) for KNA Board approval (May)
- 2 Make sure we pay Annual registration at Oregon Dept of Justice (normally in July)
- 3 Make sure we fill CT 12 form and pay it to the Oregon Dept of Justice (normally in July)
- 4 Fill, sign and submit Application for Fiscal Sponsorship with NECN (December)
- 5 Fill up reimbursement forms and submit to NECN (ongoing)
- 6 Make sure budget and financial reports on projects are regularly uploaded on the blog (June and Dec)
- 7 Give a monthly financial update at the KNA meeting
- 8 Make sure you receive monthly financial updates from NECN, and keep the files organized
- 9 Upload all the financial information to the KNA Google Drive
- 10 Make sure that the Financial Committee meets quarterly and review paperwork, if any.

Prepared by Diego Gioseffi, Treasurer K.N.A. on December 2016

