# APTA Kentucky Treasurer

The treasurer is responsible for ensuring the chapter has the financial resources to support the mission and vision of the organization. The daily work related to invoices, deposits, and financial statements is managed by Agentis, a management company and an accountant. The treasurer is responsible for reviewing financial statements, investment accounts, developing the annual budget, submitting periodic reports to APTA, and providing a financial analysis to the APTA Kentucky Board at quarterly meetings. The treasurer meets two to three times a year with the finance committee for budget planning and peer review audits.

## Monthly

* Download Fidelity Statement and forward to accountant and Agentis.
* Review APTA membership dues email notification of deposit.
* Review monthly financial statement prepared by accountant.

## Quarterly

* Review expenses and compare to budget. Complete high-level analysis to assure financials are on target and provide report at APTA Kentucky board meetings. Agentis sends financial information to accountant who prepares a monthly financial report.
* Attend board meetings (annual conference in person, remainder usually zoom)
* Serve on Draper Loan Committee. Review and provide input on loan applications.

## Finance Committee Meetings

* Q. 3 – Peer Review Meeting to audit financial records, comparing invoices, checks, bank statements and deposits. Following this meeting, prepare peer review report and submit to APTA.
* Q. 4 – Budget meeting with finance committee to prepare annual budget.

## Reports Due Annually

* APTA Board policy requires each component to annually submit a copy of the previous year’s
* financial statements, IRS tax returns, and an audit or peer review report. These reports are due to APTA no later than May 31 or 5 months after the close of the component’s fiscal year. Submit these reports directly to APTA’s Finance Department.
* Lobbying estimates for the following year are due to the Finance Department no later than October 1. Confirm following year dues amounts through [the dues confirmation form](https://forms.office.com/r/YCHBHUmjQz) by July 15, each year. If this deadline is missed, the next opportunity to adjust your component dues will be for the 2024 billing year. Dues are adjusted through bylaw changes.