



Mandatory Training TREASURER

Who is the NEWH, Inc. President? _____

Name the person (and their position) on your board who you report to and go to for questions.

Check the board members who have a vote on your board:

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development | <input type="checkbox"/> Directors |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Chairs |

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

_____ Yes _____ No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH within _____ days and accompanied by a receipt.

Where should sponsor checks be mailed?

Is there a fee to use the chapter credit card? _____ Yes _____ No

Who do I contact to use the NEWH Chapter credit card for deposits and payments to vendors?

All sponsors should receive a thank you letter stating NEWH's _____ Number, listing any goods and services they received and the fair market value of their donation.

How many approvals would be required on a check written for \$268? _____

Restricted Donations received by the Chapter are deposited to what Chapter bank account? _____

How many terms can a Chapter Treasurer hold? _____

Completed signature cards are due to the NEWH, Inc. Office by mid-_____
(month).

Thank you for serving!

Name: _____

Chapter: _____

Save this file as (lastname_firstname) and email completed form to susan.huntington@newh.org