



## **Treasurer**

### **Responsibilities:**

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Collects chapter dues (no more than \$24 per member per year)
- Manages all chapter funds
- Oversees the preparation of chapter federal, state and local tax returns
- Reports financial transactions to members monthly
- Submits the annual financial statement to H.O.G. (by January 31)
- Ensures that any charitable contributions are managed according to H.O.G. guidelines
- Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at Annual Meeting

### ⇒ **See Also:**

**The Charter** - Entire charter, especially Articles V, VII, XIII and XVI

**The Handbook** - Tabs B, F and G

### **Important Deadlines**

**January 31** - Annual Financial Statement due in H.O.G. office

**March 15** - Corporate Tax Filing Deadline