

ADDENDUM A: Financial Manager

1. Record membership throughout the year and coordinate with IAAE Treasurer to submit dues payments to NAAE, ACTE, and IACTE.
2. Provide up to date records to the IAAE Board on a monthly basis.
3. Maintain financial records and purchase necessary materials for association.
4. Provide financial information to president-elect to establish proposed budget.
5. Prepare and distribute current financial standing of all IAAE accounts at each board meeting with balances and year to date budget comparisons.
6. Provide IAAE Treasurer a detailed listing of all transactions for each account at each meeting and when requested.
7. Provide the IAAE Administrative Committee all financial records for the annual audit as requested by the Board of Directors.