



Frankfurt American High School Alumni Association
Classes of 1967 – 1973
www.fahsaa.org

ROLE AND RESPONSIBILITIES OF THE FINANCIAL ADVISOR

Outline of responsibilities beyond the scope of what is written in the Bylaws.

The Financial Advisor works closely with the Treasurer, providing all necessary financial reports. The Treasurer oversees the work of the Financial Advisor, which forms checks and balances to the Association's Treasury.

The Financial Advisor:

1. Prepares financial reports for the Treasurer and Executive Board at least twice yearly, and provides periodic Cash on Hand Reports
2. Drafts Annual Treasurer's Report and corresponding annual reports for the Compassion Fund, Eagle Recognition Fund, the Reunion Assistance Fund, and the Marketing Committee for the Treasurer's review and approval
3. Handles receipts and disbursements of funds
4. Oversees the work of the Bookkeeper, who transcribes financial transactions into the Quicken program, which is used to create financial reports
5. Enters the dues paid by members into their database accounts so that they can see if their dues are paid up to date, and so that dues reports can be made to verify members in good standing
6. Works with the annual Reunion Committee to create its budget and set a viable registration fee
 - a. Reviews reunion hotel contracts and recommends changes, if needed
 - b. Collects the reunion registrations and creates a registration list for the reunion hosts
 - c. Pays all expenses of the reunion
 - d. Reconciles final income and expenses for each reunion and presents results to the hosts and Executive Board
7. Keeps track of the money held in each Fund and recommends use of Treasury Funds to the Treasurer and the Board (for example, recommended using the extra money collected at reunions to lower the registration fee at future reunions)

Prepared by Gaye Doane, Financial Advisor
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