

## **Job Description for Treasurer**

One-year term

### ***Monthly duties***

Expenses:

Pay bills as necessary during the month. Receipts of purchases should accompany the request. Each check written should have one of the following:

- The "Request for payment" form specifying the amount, the Payee, and the expense category
- An email with the same information
- Be a budgeted item, such as OFFF award or education grant
- Be approved by the Board and recorded in the minutes

Rent for the closet at MAC is a recurring monthly expense and is due on the first of the month. In June the President will sign a lease and inform the Treasurer of the monthly amount.

Reservations for classrooms or the auditorium are scheduled as needed. The President will request a check when the rental contract is signed.

Income:

Make deposits as necessary. Record all money or checks received in the Receipt Book with the date, amount, and expense category. Receipt copy is given to the payer upon request.

Recording:

At the present all banking transactions are recorded in Quicken. Accounts are balanced using the electronic download from the bank and the Reconcile feature in Quicken. Statements are accessed through online banking.

Reporting- done from recorded transactions in Quicken

At the monthly Board meeting present at least 2 reports:

- Current and historical bank balances, such as account balances by quarter for the last 2 years
- Income and expenses for the current fiscal year

Other reports are prepared as needed or requested, such as for the Spring and Fall Sales, or Day and evening programs.

After the end of the fiscal year, prepare the above Quicken reports. In addition (presently in an Excel file) prepare a budget to actual report by budget line item and distribute it at the summer Board meeting

### ***Schedule of other duties***

#### July/ August

For new treasurer, transfer Quicken data files and supply password access to bank accounts

For new officers, arrange transfer of signature authority for bank accounts

Form an audit committee of at least 3 members (such as new and former treasurer, new and former president, secretary or committee chairs). Perform annual audit of financial records to ensure that all checks issued were properly documented and all receipts deposited.

#### October

Pay ANWG dues of \$1 per member (requested by the ANWG rep)

#### By November 15<sup>th</sup> for IRS reporting

If our annual receipts are under \$50,000, electronically submit form 990-N, the e-postcard. If they are over \$50,000, file form 990

November (for fall sale)

Issue checks based on data received from the Fall Sale treasurer. Deposit monies received and record credit card deposits in Quicken

December

Pay WeGO dues of \$.50 per member (requested by the WeGO rep)

January

Issue Form 1099's to members whose total of checks written for income (not expense reimbursements) exceeds \$600 for the calendar year

April or May (for spring sale)

Issue checks based on data received from the Fall Sale treasurer. Deposit monies received and record credit card deposits in Quicken

May

Prepare a proposed budget for the following fiscal year to be discussed and voted on at the May board meeting. Data should include last year's budget and actuals, current year-to-date actuals, and proposed budget.

June

Provide copies and present the proposed budget to the membership at the general meeting, facilitate the discussion and call for a vote.

As Needed

Check with Recording Librarian for expiration dates of magazine subscriptions

**General Information:**

The fiscal year is July 1st through June 30<sup>th</sup>

Our Federal Tax ID# 93-0849876

PHG is non-profit, tax-exempt under 503(c)4 (educational)

State Registration #176388-18

Revised 6/15 MC