

## **BOARD OF DIRECTORS POSITION DESCRIPTION - 2016-2017**

**Type:** Director/Officer

**Position Title:** Treasurer

**Term:** Up to five consecutive one-year terms

**Major Functions:** Per Bylaws Article VII Section 6. “The Treasurer shall account for all funds of the corporation, receive all bills and expense reimbursement requests and pay out funds of the corporation, with the approval of the Board of Directors. She shall make a monthly report of all bank accounts to the Board of Directors and to the Club.”

**Major Role:** The Treasurer acts as a banker, paying out the deposited funds as approved by the Board of Directors to ensure the proper function of the organization. The Treasurer acts as liaison to all payees (vendors and otherwise) as needed.

### **Ancillary Responsibilities:**

**Budget -** Develop an annual budget with Board of Directors input to achieve fundraising and capital project goals. Provide a six month actual budget report. Post Board approved reports on website.

**Bookkeeping -** Maintain an up-to-date Quickbooks file, reconcile at each month end.

**Financial Reports -** Provide three monthly Quickbooks reports at each month end: Profit and Loss, Balance Sheet, and Profit and Loss Fiscal Year to Date with Previous Year Comparison. Post the Profit and Loss and Balance Sheet to website on monthly basis.

**Income Tax Returns (State and Federal) and Annual General Review -** Provide year-end accounting records to the CPA, that allow him to complete and file returns (prior to filing, returns to be reviewed and approved by Board).

**Property Taxes & Business Property Statement -** Pay taxes bi-annually, complete and file Business Property Statement annually.

Local and County Permits and Fees - Maintain appropriate files, review and pay as required.

State of CA Non-Profit Related Forms - File annual RRF-1 (California Registry of Charitable Trusts) and SI-100 (Statement of Information) annually.

Board of Equalization (BOE) - Pay quarterly sales taxes.

Non-Profit Raffle Registration (CT-NRP-1) and Report (CT-NRP-2) - File annually.

Insurance - Process payments of insurance premiums to ensure uninterrupted coverage of Liability and Directors and Officers policies. Payment frequency may be monthly, quarterly or annually. Apprise insurance broker of any changes to coverages.

Banking - Manage bill payments and the monthly reconciliation of bank records from the following accounts:

Operating Account - For the ongoing maintenance of the physical building, and for membership related bills and expenses.

Building Account: For the capitol improvement (repair or restoration) of the building or grounds.

Scholarship Account - For scholarship awards and associated fundraising expenses.

Memorial Account - For use on capital projects to commemorate or honor past members, as approved by the Board of Directors.

CDs (Two Accounts) - Rainy day funds, only for use with Board review and approval.

*Roberts Rules of Order, Applicable Section:*

*62. Treasurer. The duties of this officer vary in different societies. In probably the majority of cases he acts as a banker, merely holding the*

*funds deposited with him and paying them out on the order of the society signed by the president and the secretary. He is always required to make an annual report, and in many societies he also makes a quarterly report which may be in the form given below. If the society has auditors the report should be handed to them, with the vouchers, in time to be audited before the meeting. The auditors having certified to its correctness, submit their report, and the chair puts the question on adopting it, which has the effect of approving the treasurer's report, and relieving him from responsibility in case of loss of vouchers, except in case of fraud. If there are no auditors the report when made should be referred to an auditing committee, who should report on it later.*

*It should always be remembered that the financial report is made for the information of members. The details of dates and separate payments for the same object are a hindrance to its being understood, and are useless, as it is the duty of the auditing committee to examine into details and see if the report is correct. The best form for these financial reports depends upon the kind of society, and is best determined by examining those made in similar societies. The following brief report is in a form adapted to many societies where the financial work is a very subordinate part of their work:*