

## Treasurer Job Description

### Weekly – or as needed

#### *Disbursements*

1. Receive invoice from board member or mailbox (box 1153 at Mansfield post office)
2. Get ok to pay from board member if \$500 or more. (signature on bill, e-mail)
3. Board approval for amounts over \$500.
4. Payment is on-line unless a manual check is needed.
5. Write date paid and O/L (for on-line) or check number on invoice.
6. Record payment in QuickBooks and check off and denote account booked to.

#### *Deposits*

1. Receive checks from board member, e-mail or mailbox.
2. Deposit to bank – fill out two copy deposit slip – bank gets white, keep pink for MYS records.
3. Attach receipt from bank to pink deposit slip and match amount.
4. Record deposit in QuickBooks – put check on deposit record.
5. Reconcile deposit via e-mail or report to board member if appropriate – ex CDT, Revolution tickets.

### Monthly

1. Reconcile bank accounts – get on-line balance and activity for operating account. Perform reconciliation on QuickBooks.
2. Once month is reconciled file supporting documentation in vendor files and for deposits monthly files. Put copy of monthly reconciliation and bank activity printed in monthly file

### Semi- Annually or as needed

1. Prepare interim financial statements.
2. Update a budget vs. actual – send copy to Kelly and board to discuss update.

### January

1. Run report for vendors – go through current 1099 regulations with accountants and prepare list for accountants to prepare.
2. Mail to 1099 recipients (by 1/29) and then to government (by 2/28) per accountants instructions.

### Annually

1. Review numbers on Balance Sheet and Income Statement – determine if any year end accruals are needed (use last years as starting point)
2. Prepare package for Accountants for preparation of Financial Statements (review), tax returns and annual report. The accountants will send a schedule request.
3. Prepare a budget for the next fiscal year – ask board members for any changes then send revised – go over with Kelly and review with board.
4. The financial Statements, tax returns and annual budget must also be forwarded to bank – Stephen Pike.