

TREASURER

The Treasurer's overall responsibility is to handle the Club's finances.

Qualifications to be treasurer:

- Need to have an understanding of basic accounting principles and budgeting
- Should have some sort of financial background experience(i.e. accountant, bookkeeper)
- Knowledge of Quicken Financial software and Excel

Specific responsibilities include:

- Maintaining Club checkbook
- Writing checks as needed to pay bills and to reimburse members for Club related expenses
- Making deposits at bank of all income
- Monitoring Club budget by tracking in-flow and out-flow of monies
- Submitting monthly, to co-directors, an updated budget of actual vs. budgeted expenses
- Working with co-directors at the end of each fiscal year to create new budgets for the upcoming fiscal year
- Communicating budgets for the upcoming fiscal year to the appropriate board member
- Providing required financial reports to Pleasant Hill Parks and Recreation (Club will receive a letter requesting the specific information they need and at what time they need it).

Recurring monthly bills (those which we don't receive an invoice in the mail for) include:

- We do not receive an invoice for the Club's storage unit. A check in the amount of \$47 is sent to *Concord Self Storage, 1597 Market Street, Concord, CA 94520*. Reference "Unit #723-L" on the check. The payment is due by the 13th of each month.
- General Meeting babysitter receives \$20/meeting. Babysitter keeps the cash received and the treasurer pays the difference.
- Each board meeting hostess receives \$10 to help cover the cost of refreshments. The check should be sent to them at the beginning of the month before the board meeting.

Recurring yearly bills include:

- Pay annual fee for P.O. Box (invoice will be put in P.O. Box).
- Pay annual fee for P.O. Permit for mailing newsletters by bulk mail.

Turnover responsibilities include:

- Old Treasurer & new treasurer must go to Bank of America (2178 Contra Costa Blvd., Pleasant Hill) to have the new treasurer's name added to the account for check writing authority and to have the old treasurer's name removed. Make sure to bring a copy of the Club board of directors showing the new treasurer on the board as well as a copy of Club minutes indicating the board transition/voting new members to the board. (The Co-directors also have check signing authority. The new co-director starting in November should be added to the account in the same manner as the new treasurer and likewise, the old co-director would be removed.)
- Train new treasurer on Quicken on how to maintain and balance the checkbook.
- Give new treasurer electronic copy of the new budget.
- Give treasurer ATM "deposit only" cards, deposit stamp and return address stamp.
- Pass along treasurer files including files documenting bills, expense reimbursement forms and receipts, bank statements, checks, deposit slips, federal ID number and other tax information and other miscellaneous files.

Revised 8/16/06

Number of Treasurers = 1

Time Involved = 4-5 hours a month

Active Position = Yes