

**Treasurer
Executive Board Position
2017-2018**

Summary

The treasurer handles all financial activities for ANC, including maintaining the checkbook and financial ledger, preparing reports and filing the Club's tax return, paying bills, managing reimbursements, guiding the budget process, and holding responsibility for the club's postal box.

Position Requirements

- Understanding of accounting principles and financial ledgers
- Attention to detail
- Medium level computer skills
- Adequate time for responsibilities of the position

Responsibilities

Work with outgoing treasurer to prepare a proposed annual budget, and present this budget to the incoming Board at the beginning of the fiscal year.

Maintain checkbooks and financial ledgers.

Serve as an authorized signatory for the Club's bank accounts.

Reconcile financial ledger with bank balances.

Prepare monthly treasurer's reports for board meetings and attend these meetings. The monthly reports should also be sent by email to the President and Executive Board Members.

Maintain a file with copies of all year-to-date treasurer's reports.

Prepare final treasurer's report for publication in Welcome Mat at end of fiscal year. Send report to Welcome Mat Editor no later than the September Welcome Mat, allowing time for the annual financial audit.

Provide Executive Board with a financial statement three times a year, including the end of the fiscal year [June 30]. This statement should reflect actual income and expenditures compared with budgeted income and expenditures. Financial records must be open for inspection or review at any time the Board deems necessary.

Check the Club's postal box at least monthly, and notify appropriate persons regarding any mail. Pay annual bill for postal box in April.

Pay bill for monthly general membership meeting at the venue, and communicate as needed with Meeting Director, who deposits all reservation payments.

Communicate as needed with the Vice President for Membership, who deposits all membership dues.

Provide reimbursements for authorized purchases. Receipts and a signed reimbursement request form are required for all reimbursements.

Prepare and file the Club's annual tax return.

Coordinate an annual financial audit, conducted by a committee appointed by the President.

Pay all outstanding bills by the end of the Club's fiscal year with no carryover debt.

Reminders

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.