

## Treasurer - Job Description

5/31/2022

The Treasurer is responsible for receiving and paying all moneys pertaining to club business. The Treasurer will maintain records of all club financial transactions.

### Responsibilities:

- Write checks for all bills and reimbursements to club members for expenditures.
  
- Each month the Treasurer will reconcile the checkbook register to the bank account statement.
  
- Prepare a monthly report for the board, which reconciles the figures on the bank account statement to the check register, showing all activity for that month's business.
  
- The Treasurer will collect all membership dues starting in April of each year and notify the membership chairperson by May 31<sup>st</sup> of any members not paid.
  
- The Treasurer will make all charitable donations based on the directions of the Board each year and keep an up to date list of those donations.
  
- The Treasurer will collect all monies received from fundraisers and prepare a balance sheet for the President and Board showing all expenditures and receipts for Fundraising events, (e.g. Holiday Boutique, Plant Sale). She will also provide startup money to the people at the sales table for the Boutique and provide envelopes marked with the name of each table so a separate accounting can be kept.
  
- The Treasurer will notify the Federated Garden Clubs of CT of any Club activity e.g. new members, deceased or resigned members, or changes of addresses and/or telephone numbers for current members as they occur. A fee of \$6.00 is paid to Federated for every new member added.

- In January, the Treasurer will do the annual IRS filing
- In January, the Treasurer will pay dues to the Federated Garden Club of Connecticut
- In March, the Treasurer will pay the Insurance for the club.
- In July, the Treasurer will pay the State incorporation fee.
- Upon request by Committee Chairpersons, the Treasurer will make the Club's Tax ID number available to enable them to make purchases on behalf of the Club.
- The Treasurer will fill out a reimbursement sheet when club members are reimbursed for the purchase of items for the club. If a club member requests reimbursement and does not supply a receipt, the member must sign the reimbursement form.
- Each year the Treasurer and the current President(s), shall prepare a budget for the coming year for the operating Fund and present it to the Board for approval.
- At the end of each club year, the Treasurer will request two members to audit the books.
- The Treasurer, along with each new president, will update signatures on the checking account with the bank. The President and the Treasurer are the only two people allowed to sign checks for the club's account.
- The Treasurer will monitor the number of fundraisers that the club may have according to Federated rules. (As of 2021, a non-profit club may have no more than 5 fundraiser deposits without paying state taxes.)

- The Treasurer will keep a maintain a separate Tree fund balance including incoming and outgoing expenditures.

Jane Drewes  
May 31, 2022