

## **Treasurer**

The primary responsibilities of the Treasurer include safekeeping, recording, and reporting the Club's finances. The procedures are as follows:

- Write approved checks or debit purchases as needed.
- Make bank deposits when payments are received.
- Transfer funds from PayPal to bank account on a timely basis.
- Record all money transactions in the checkbook register, and keep a running balance of available funds.
- Reconcile bank account each month, adjust running balance as necessary.
- Confirm membership dues collected with Director of Communication's registration list. Discuss, research, and reconcile differences.
- Confirm event fees collected with Director of Communication's registration list. Discuss, research and reconcile differences.
- Post transactions in QuickBooks to generate financial reports.
- Attend monthly board meetings to discuss financial position, and recap transactions.
- Propose annual budget to the board for approval. Monitor, discuss, and adjust as necessary.
- Work closely with board and Social Committee to review budget versus actual revenue and expenditures.
- Coordinate collection and safekeeping of money at Club events.
- Assist with Club social events as needed.

Other notes:

Regarding refunds for events, establish guidelines ahead of time of what qualifies for a refund and whether to deduct fees (like PayPal) incurred by the club.