

The “Job Description” for the Treasurer of TCNC

Preamble:

From the TCNC Constitution and By-Laws document, dated January 2015, the following is set out as the responsibilities of the Treasurer:

“The Treasurer shall have custody of all monies of the club, keep an accurate record of the receipts and disbursements, present a written report at each Board meeting of the club, prepare a year-end financial statement and submit a quarterly financial report to the Newsletter Editor, for publication in the Newsletter. The Treasurer will arrange for the books to be audited at the end of the term, if deemed necessary by vote of the Board. Bookkeeping and computer skills are required.”

Detailed Job Description:

- 1. First, determine if the Bank supplying services to TCNC is to be changed or not.**
- 2. If the bank is to be changed, then:**
 - 2.1 Work with the existing/prior Treasurer, the President, and the Vice President (and others with input), to evaluate the pros and cons of changing our club’s Banking Services provider. Factors important to this decision would be:**
 - 2.2 Availability of one or more local Bank branches in or near Sonora.**
 - 2.3 Availability of adequate ‘On Line’ banking services which can be accessed conveniently using the internet using Desk Top computers, iPhones, iPads or other equivalent smart devices etc., which the Treasurer may prefer.**
 - 2.4 Preferably there should be NO monthly ‘bank service fees’ for “not for Profit” organizations such as TCNC.**
 - 2.5 There should be Reasonable and Competitive checkbook service fees.**
 - 2.6 There should be TCNC Bank Account “Status Reporting” capability which supports TCNC needs.**
 - 2.7 The New Bank should be asked to create an Account for the TCNC, and then make available a New Checkbook, (with an appropriate number of initial checks, and deposit slips is issued by the bank to the Treasurer of the TCNC.**
 - 2.8 Ask the previous Treasurer to write a formal Financial Statement of the Status of the TCNC Account as of December 31st. of the previous year.**

2.9 Get a Cashiers Check from the TCNC Previous Treasurer from the Old Bank and deposit it into the New Bank account.

3.0 Any requirements for possible changes to multiple signatures for writing checks must be determined and written down and recorded in the TCNC minutes.

3. If there is to be NO Change in Banking Services Provider, then the New Treasurer must do the following things to Initialize the New Year of banking services:

3.1 Consult with the Previous Treasurer to learn the following items

3.2 Understand and agree with the Balance of the TCNC account which is to be brought forward into the New Year.

3.3 Together with the President and Vice President, make sure that all required agreements have been signed with the bank to continue providing services to the TCNC for the New Year. The Bank agreement must specify by name those officers of the TCNC who can sign checks for the New Year.

3.4 Any requirements for possible changes to multiple signatures for writing checks must be determined and written down and recorded in both the Bank Agreement, and the TCNC minutes.

3.5 Assure that the Previous year's bank balance is the Initial Starting Point for the New Year.

4. Ongoing Monthly, Quarterly, and Ad Hoc, Tasks that must be performed by the Treasurer for the Year of Office:

4.1 Setup (or continue with an existing system) a method by which all incomes and expenditures of the TCNC can be tracked in detail, and easily aligned with the Bank Statements. The system should be accurate, detailed, (with clarification comments), transparent, and easy to use. The system should be interfaced with both email, and printing etc. So that Financial Statements from it can be sent on an 'as required' basis to the TCNC members, who need to see the financial data, can easily get a copy.

4.2 In the early part of the New Year, receive from the Membership Chairperson, all annual Membership Fee payments for the New Year and deposit them to the TCNC account - recording them as such.

4.3 In the early part of the year, pay for the TCNC Insurance(s) as directed by the President and Insurance Expert

- 4.4 In so far as possible, attend all main monthly meetings (Dinners, Picnics, Auctions etc.) of the TCNC, and typically Pay the required checks to cover the event – such as the “Facility Use Fee”, the “Catering Food Service”, and any miscellaneous expenses charged by members (decorations and table prizes etc.) Assign these tasks by agreement with appropriate volunteer if Treasurer cannot attend event personally.**
- 4.5 Record the detailed event incomes and expenses in the on-going day-by-day record sheet – including check numbers, date of event or payment date etc. And allow comments to provide details such as ‘Guest Meals”, Gratuities etc. Speaker and Spouse allowances etc.**
- 4.6 Collect the Members Attendance fees from the event organizers for attending the event. Collect any other proceeds from the Event – such as ‘50-50’ profits, ‘No Show’ meals sold, and ‘No Show’ penalties being assessed etc.**
- 4.7 Make all Bank deposits as promptly as possible after TCNC events. Try to make deposits before the corresponding expenses are collected.**
- 4.8 Provide a detailed Monthly Financial Accounting Report at the end of each month to the Board Members attending the Board Meetings on the following first Tuesday of each month.**
- 4.9 Provide a detailed report of monies received and dispersed to event organizers, so that they will know if and when payments for ‘No Show’ dinners have been paid.**
- 4.10 For the months of March, June, September and December provide ‘End of Quarter’ information so that the President, and Monthly newsletter editor, can decide what is to be reported as to the Financial Status of TCNC to the broader membership.**
- 4.11 At the end of the year, provide a Year End Summary Report detailing the Financial Status of the TCNC as of December 31st.**
- 4.12 The Treasurer in conjunction with the President will create a new budget to present to the Board by February of the new year.**