**The Boxwood Garden Club**

**Treasurer Job Description & Timeline February 2023**

* Attend all Executive Board meetings
* Attend all club meetings
* At first club meeting present previous year’s budget/actual figures and new budget for membership approval.
* Report bank balances at each club meeting.
* Reconcile the checking and money market accounts every month
* Reimburse members for any club expenses (keep receipts as documentation)
* Work with Google Drive Administrator to keep Treasurer Files up to date on the Drive.
* Collect membership dues and deposit funds into the operating account Expenses (both reimbursed and in-kind gifts)
* Maintain a schedule of dues collection by membership category. Record and date all deposits from square or checks. Record amount, check number or square identifier.
* Reconcile Square account to Bank account as needed. This may be done daily during dues collection.

Time commitment: June-November = 2 hours/week. December-May = 1 hour/week

The member in this job MUST HAVE a good working knowledge of finance and the ability

to keep accurate records.

**TREASURER TIME LINE**

**JUNE:**

* attend planning Executive Board meeting
* schedule with the president at time during the summer to discuss the upcoming year budget
* organize previous year files and balance checking and money market accounts
* transfer any overage of money from operating checking and fundraising money market account to higher rate money market or certificate of deposit
* e-mail 2nd Vice President current year club donation information for the yearbook

**JULY:**

* balance checking and money market accounts

A**UGUST**

* balance checking and money market accounts
* determine if Exemption of Sales and Use Tax Document id current, if necessary submit request for renewal.

**SEPTEMBER:**

* balance checking and money market accounts
* prepare club dues notice and return envelope for each club member. Process for deliver to members will depend on Green Book delivery schedule. Either deliver to 2nd Vice President to send with packet sent to club members in August or email in September or hand out at September meeting
* present budget at September meeting – send budget with minutes prior to meeting
* attend Executive Board and club meeting
* create and maintain a *schedule of dues collection* by member within the membership categories

**OCTOBER:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting
* continue to collect dues and maintain *dues collected schedule.* Remind members dues are due before November 1st to avoid late fee.

**NOVEMBER:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting
* File State Corporation Commission registration and fees before December 31st.

**DECEMBER:**

* balance checking and money market accounts and report balances at club meeting
* attend Executive Board meeting
* send any year end donations approved by the Board
* deposit any monies made at annual holiday fundraiser

**JANUARY:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting
* attend New Member Orientation
* file IRS Form 990-N through e-postcard

**FEBRUARY:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting

**MARCH:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting

**APRIL:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting

**MAY:**

* balance checking and money market accounts and report balances at the club meeting
* attend Executive Board and club meeting
* attend Annual Meeting
* prepare year end schedule of actual to budget expenses for use in next year’s budget preparation
* send any donations approved by the Board at end of club year.