



Mountain Garden Club Position Description Form

Position Name

Treasurer

Date Created: Jul 8, 2016

Form Creator Name: Leonard Whitmore

Home Phone: _____

E-Mail Address: _____

Committee Name: N/A

Position Overview:

The Treasurer shall be the financial officer of the club and shall keep the permanent financial records. The Treasurer shall collect all income and deposit the funds in the name of the Mountain Garden Club in such banking institutions as the Executive Board shall determine. The Treasurer shall hold and pay out charitable giving funds for the Club subject to the approval of the Executive Board. The Treasurer shall pay budgeted operating expenses. Such expenses will be reviewed periodically (quarterly) by the President. Any non-budgeted expense must be approved by the Executive Board. The Treasurer presents a written statement of all receipts and expenditures at each Executive Board meeting, and announces the financial status to the club at large at each monthly meeting. This is generally the balances of the checking and savings accounts. However at some meetings, when time permits, highlights of the activity since the last meeting may be given by the Treasurer. At the annual meeting, the Treasurer shall render a written report, properly attested to by the Vice President.

Skills/Abilities/Other Requirements:

Financial accounting experience or enough computer experience and knowledge to use and understand QuickBooks software. As a practical matter, if you know enough about Microsoft Excel, example: enter data into an existing spreadsheet or create a new spreadsheet, then you can learn QuickBooks. You also should be familiar enough with Microsoft Word for letter writing.

Essential Position Functions:

Paying the bills of the club and reimbursing members for their expenses, accurately recording each line item, and keeping on file the expense reports as paid. Collecting and depositing dues, monthly raffle monies, and special event monies. Balancing the checkbook monthly, keeping statements and deposit receipts. Attending all Executive Board Meetings, preparing, presenting and discussing Financial reports. Profit and Loss Statements (created in QuickBooks) for the first four to five months of the Club year and later on a Fiscal Year Financial Review, tracking Income and Expenses versus the Budget. I utilize an Excel Spreadsheet as I like to compare not only the present year vs: the Budget, but the prior fiscal year. This is very important as expense payments in excess of the budget must be approved by the Board. The Treasurer should also attend Club meetings and report the status of the monies to the membership at large. Keeping and maintaining the cash boxes and bringing them to the monthly meetings and individual events. Making



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sure every Club event is covered with a proof of insurance . Keeping track of CD maturities and advising the Executive Board on how and when to reinvest. The Treasurer is also the designated person in the Club to sign all contracts.

Print Form

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Mountain Garden Club Time line Template

Event/Publication

Monthly duties

Date Created: July 08, 2016 Form Creator Name: Leonard Whitmore

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: July 1 Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
July	Balance the check book for June. July is the beginning of the fiscal year for the club. All but the last few months of past bank statements should be filed in permanent storage. Pay any bills submitted and file expense reports. (Remember the Club is operating without a budget until the September meeting.) Deposit any dues for new or re-joining members or any other monies received. Report to the Executive Board. Make any last minute changes to the budget for the next fiscal year which will be voted on at the next meeting, which is September.	QuickBooks automatically closes out the fiscal year. The treasurer should maintain permanent file storage boxes. New Members: information from any new members should be scanned into an email and sent to the Pres. VP, Information Technology Chair, Membership Chair & Secretary. Bank Statements: QuickBooks reconcile offers a Detail Report of the monthly statement which can be kept with the bank statements. You have already started a "Fiscal Year" membership list. Add new members to it and prove the total dues collected to QuickBooks.
August	Balance the check book for July. Pay any bills submitted and file expense reports. Deposit any dues for new or re-joining members, or any other monies received. There is no monthly membership meeting and usually no Board meeting in August. However, the final Budget, including any changes made at the July Board meeting, is emailed to certain Board Members for approval, before the President emails copies to the membership.	Scholarships: As we are no longer with Dollars for Scholars of MWV (DFSMWV) payment for any recipients, not starting Freshman year, will be mailed out to the colleges. Membership Booklet: Once finalized make copies of all programs for the balance of the calendar year and send (email) to Chalmers Insurance so that coverage can be bound and Certificates of Liability issued. The Club is fiscal year and the insurance coverage is calendar.
September	Balance the check book for August. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box and raffle tickets to monthly meeting for raffle. Have extra copies of the Budget available. Answer any questions prior to the President asking for a vote on the Budget. Have someone count the raffle monies prior to taking home. Verify the amount and deposit either into checking or savings account.	This first membership meeting of the year is usually held at Tin Mountain Conservation Center. Make sure that they have received Proof of Insurance. This should be handled prior to meeting at that facility. If any special fund raising events have taken place, these monies are also collected and deposited. See November for amount to have in Raffle Box.



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October	<p>Balance the check book for September. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box and raffle tickets to the monthly meeting for raffle. October is typically a Lunch and Learn. A report to the membership at large is at the discretion of the Executive Board. Collect and deposit raffle monies and new club memberships. Collect and deposit payments for Lunch and Learn from that Event Coordinator. Pay the restaurant for services rendered.</p>	<p>Deposits to Bank: In general, list each individual check with the check number, members name and amount for all Dues, Raffle Tickets, Apparel Sales etc. However for Lunch & Learns, Holiday Luncheon and Annual Meeting Luncheon use the control sheets for the event (usually in Excel format) adding a column for check or cash amounts, if necessary. This sheet will then be the backup to your deposit. Deposits can be made to either Checking or Savings, but keep in mind that checking deposits (individual checks) in excess of 100 in a month cost .50 cents each.</p>
November	<p>Balance the check book for October. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box and raffle tickets to the monthly meeting. E-file to the IRS by the 15th day of the 5th month after the close of the club's fiscal year. This is imperative in order to maintain the Club's exempt status.</p> <p>Insurance: Send information to Chalmers from the Club's Booklet on the programs for the last half of our "Fiscal Year". These will eventually go to R V Nuccio, to be a part of the renewal policy. The renewal application form should arrive early next month.</p>	<p>The November meeting is typically a workshop meeting, so monies will be collected for the workshop and paid over to the Treasurer.</p> <p>Cash Box for Raffles: The starting cash for making change is currently \$130.00, made up of 10's,5's and 1's.</p>
December	<p>Balance the check book for November. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. It is at this meeting that your report should switch to one that compares income and expenses to the Budget. Prepare two cash boxes for Holiday Boutique, \$170.00 in each Collect and deposit monies from the Holiday Boutique. Bring cash box to Holiday Luncheon for raffle. Collect and deposit monies from Holiday Luncheon from the Event Coordinator. Pay the restaurant for services rendered. Collect and deposit raffle monies. The amount of Angel & Elves monies collected from the luncheon will be reported to the Executive Board at the January meeting and voted upon. Likewise monies collected at the Holiday Boutique for Jen's Friends, along with monies from sales prior to the luncheon of Amaryllis Bulbs, will be voted on and perhaps increased to a higher amount at the January Executive Board meeting. Pay insurance premium for policy expiring January 2. Submit State of NH non-profit report due every five years. Last paid December 31, 2015 and next due December 31, 2020.</p>	<p>The Holiday Boutique has two cash boxes of \$170.00 each.</p> <p>The Club has a "Square" which allows our customers to charge purchases. A record of total charges can be found on-line in the Clubs account at the Northway Bank's website and also on the Square website. The email name to use and the password can be found in the instructions for the Square.</p> <p>Along with the Square, bring the stylus, pens & pencils, pads of paper and adding machines.</p> <p>Have monies from the Holiday Boutique counted by another club member before receiving and recounting monies. This is helpful with the large sums of cash received from this event.</p>



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January	<p>On the second or third day of the month pay NHFGC. Inc. dues for any (new) or rejoining members who paid from July 1st through December 31. The dues are now \$3.00 per member. Balance the check book for December. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies. Scholarship payment(s): You will be advised by Scholarship Chair if a payment is to be made.</p>	<p>QuickBooks will generate a report of new members for ease of payment to the Federation. Make payments to Angel & Elves and Jen' Friends as described in previous month. Note: After January 31st new members may join at one-half the yearly rate.</p>
February	<p>Balance the check book for January. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies.</p>	
March	<p>Balance the check book for February. Pay any bills submitted and file expense reports. Report to the Executive Board, and begin budget preparation for the coming fiscal year. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies. Begin collecting dues for the coming year. See Tips and Best Practices to the right.</p>	<p>Have a sign-in list of all current members with you when you begin collecting dues. Write the amount paid on the list and indicate if cash. Bring the Cash Receipt Book with you to acknowledge payment of dues in cash and also to facilitate your reconciliation of dues collected. Note: Honorary members are exempt from paying dues. Family Dues: \$20 first member, \$10 second member. For continuity and to make the counting of male members easier I list them at the \$10 level. March Club Meeting: New members who join on the day of the meeting or after are members for the remainder of this fiscal year and also the next. They will pay the full amount \$20 of dues.</p>
April	<p>Balance the check book for March. Pay any bills submitted and file expense reports. Deposit any dues for new or returning members, or any other monies received. Report to the Executive Board and continue budget preparation for the coming fiscal year. April is typically a Lunch & Learn. A status report to the membership at large is at the directive of the Executive Board. Bring a cash box for the raffle. Collect and deposit raffle monies. Collect and deposit Lunch & Learn monies from the Event Coordinator, and pay the restaurant for services rendered.</p>	<p>You will want to bring the Membership Dues sign to this meeting</p>
May	<p>Balance the check book for April. Pay any bills submitted and file expense reports. Continue to collect and deposit dues for new and existing members. Report to the Executive Board and work on the budget. Bring a cash box to the monthly meeting for the raffle. Collect and deposit raffle monies. Prepare cash box for the Home, Garden, Flower Show. Collect and deposit those monies.</p>	<p>Home, Garden, Flower Show cash box is \$150.00. The Clubs "Square" which allows our customers to charge purchases can be utilized at this event.</p>



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Click to Add a
Time Category

June	Balance the check book for May. Pay any bills submitted and file expense reports. Continue to collect and deposit dues for new and existing members. This is the month for the Plant Sale. Report to the Executive Board. Finalize Budget to be presented to the members at the Annual Luncheon. Find out how many reservation for the Luncheon. This gives you an idea of how many copies to print and bring to the Luncheon. Bring a cash box to the luncheon for the raffle. Collect and deposit the raffle monies. Collect and deposit luncheon monies from the Event Coordinator, and pay the restaurant for services rendered. Pay as of June 30th dues of \$3.00 per Club member, including Honorary to the NHFGC, Inc's Treasurer.	Plant Sale is two cash boxes with \$150.00 each. The Club's "Square" which allows our customers to charge purchases is utilized at this event. Also bring stylus etc. (See December instructions)
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