

Canon City Geology Club
Officer Duties
Treasurer

The Treasurer is an officer of the Board of Directors. He/she must be able to attend the Board Members meeting (once a month) and the Regular Meeting (once a month except July and August). The treasurer will work on the Finance and Membership Committees and help with various other events in which the club may be involved. The Treasurer, with one other officer, maintains signature authority for club funds. All memberships, correspondence, credit cards, etc. established by the treasurer shall be done so in the CCGC name, using the club's post office box for mailing, and the president's name and phone number as the official contact person.

Duties include:

- deposit monies received in a financial institution designated by the Board,
- pay all bills in a timely fashion, and those over \$100 upon approval by the membership,
- keep records of all dues and other monies received and/or disbursed using Quicken or other digital program as designated by the board,
- Collect New Year member dues; promptly record, deposit, and post these to Quicken
- Keep the Excel spreadsheet of member's information current. Work with the club secretary as part of the membership committee. Send notice of new members to the board members.
- Using the Quicken program, maintain 2 checking accounts – the general and the New Hope and a saving account for the club.
- Transfer 20% of the membership dues received each month to the New Hope account.
- Deposit all auction proceeds in the line item designated for the CCGC scholarship fund and report this on a monthly basis to the board and the membership.
- present a written financial report to the Secretary for the Club's records and to the President for his/her information at each regular and board meeting, and retain one copy for the Treasurer's file.

- present the financial report to the members at all regular meetings, which shall be made available for viewing by any member in good standing within three working days of the member's request.

- Reimburse any funds spent by club members from their personal funds for club expenses provided the reimbursement has been approved in advance by the Executive Committee.

- Ensure that the club has proper tax papers for auction and sales.

- File all state and federal reports by the deadline, including the IRS 990 or 990EZ and the State Corporate quarterly reports.

- work with the Financial Committee in December to create a proposed budget for the next year.

- be prepared with records necessary to facilitate an annual audit of the club's books by the end of January of each year.

- submit a balance sheet of assets, liabilities and equity, and a profit and loss statement to the Executive Committee on December 31 with the original retained in the club's records