



# Gulf Coast Garden Club Position Description Form

**Position Name**

Treasurer

Date Created: 12/26/15

Form Creator Name: ML/Janet Gordon

Home Phone:

E-Mail Address:

Committee Name:

## Position Overview:

The Treasurer shall serve as the chief officer in charge of all finances including dues and disbursements. The Finance Committee and the treasurer shall prepare an annual budget for the approval of the directors prior to the March meeting. The Treasurer shall present the proposed budget for the upcoming year to the membership at the March meeting. The proposed budget will be publicized to the members prior to the April general meeting and approved at that meeting. After approval, the budget shall be printed in the next yearbook. The Treasurer shall make a written report of all receipts and disbursements at each meeting. At the annual meeting in April, the Treasurer shall provide a written report properly attested by the 1st Vice President.

## Skills/Abilities/Other Requirements:

Excel capable; ability to balance a checkbook.

## Essential Position Functions:

- Collect all monies from any club activities & deposit into Club's checking account.
- Balance account monthly
- Report monthly club balance and current monthly bank balance at Board/Executive & General Meetings.
- Post the Treasurer's monthly report on Club meeting bulletin board.
- Pay all bills with receipts as approved by the Board of Directors and/or as planned in Club's yearly Budget Plan.
- Some of the expenses are noted below:
  - Yearly: FFGC annual dues (June); PO Box (March); FMLCGC annual dues (May); Bonita Storage Unit.
  - .. Monthly: FFGC dues for new members, Rental for Unity Church meetings.
- Record all income (revenue) and expenditures (expenses) in detail on a yearly spreadsheet format for at-a-glance review and for ease of yearly Audit.
- Work with Audit Committee Chair in April each year to conduct the yearly Audit of all financial transactions.
- Work with the Finance Committee & Chair to prepare the next year's Club Budget (February). The Finance Chair & Treasurer will present to the Board for approval in March. Presented to Club members at March General Meeting.
- Prepare Budget worksheet showing prior 2-3 years of \$ actuals for Finance Committee to plan accurately for the next year.
- Keep the Board of Directors advised of the Club's financial strengths/weaknesses and/or budgeting on track.
- Work with the President and 3rd VP, Membership to assure FFGC dues are paid based on # of active members.

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