

"TO DO LIST" - TREASURER

MONTH

ACTION NECESSARY

MAY

- First Monday of the month, attend the last official Board of Directors Meeting for the season.
- Second Monday of the month, attend the last official General Meeting for the season.
- On a monthly basis, October through May, make out check to Unity Church for the rental of Church for meetings (\$75.00 for general meeting and \$25.00 for BOD meeting). Place note with check in envelope and slide under the door of the Pastor's office following General Meeting.
- Attend Audit Committee Meeting to answer questions and support process.
- Work with 3rd VP-Membership to finalize deposit of GCGC dues payments by May 31st.
- Ensure all checks received are deposited in club bank account.
- On an annual basis, review any plans with Board of Directors to hold additional GCGC events at the Church, i.e., Flower Show, Plant Sale, etc.). Work with President to interface with Church Pastor to schedule dates and agree upon rental fee. Upon completion of event, send check to Church for rental fee.
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- On an annual basis in ~~March~~, send check to Bonita Storage Inn for rental of the storage unit (\$----). * *November!*
- Balance GCGC Checkbook.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements). *in March*
- On an annual basis, send check to Insurance Company (R.V. Nuccio & Assoc. Inc.) for \$577.50. Check with Kathy - obtain Insurance Company name, month to be paid and cost.
- In election year (odd years) provide newly elected Treasurer with training, all pertinent information for assuming role as of June 1st. Ensure newly elected Treasurer is properly transitioned to banking, checkbook and bank account. Meet with Bank representative and document formal transition and signature on file for bank account. Ensure newly elected Treasurer receives support/guidance in his/her role for the next season.

*Add in - when new Pres. & Treasurer installed
Minutes of election/install. must be
provided to ANC Bank - advising of new
bank acct holders!*

JUNE-AUGUST

- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Attend Summer Meetings if possible.
- Balance GCGC Checkbook.
- At the end of June, receive electronic copy of FFGC Dues Renewal Statement from President, prepare and mail check to FFGC. Monitor FFGC cashing of check. Interface with 3rd VP for any questions or verification of membership renewals or new memberships.

SEPTEMBER

- Receive receipts from 3rd VP for expenses associated with printing of Yearbook and other Membership related items. Write checks accordingly.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

OCTOBER

- Receive cash, checks, receipts following Board of Directors' and General Meetings. Record and deposit into club account. Write checks accordingly.
- First Monday of the month, attend the first Board of Directors Meeting.
- Second Monday of the month, attend the first General Meeting.
- Make out check to Unity Church for monthly rental of Church for meetings (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

NOVEMBER

- Receive cash, checks, receipts from Board of Directors' and General Meetings. Record and deposit into club account. Write checks accordingly.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

Bonda Storage due

DECEMBER

- Receive cash, checks, receipts from Board of Directors' and General Meetings. Record and deposit into club account. Write checks accordingly.
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

JANUARY

- Receive cash, checks, receipts from Board of Directors and General Meetings. Record and deposit into club account. Write checks accordingly.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

FEBRUARY

- Receive cash, checks, receipts from Board of Directors and General Meetings. Record and deposit into club account. Write checks accordingly.
- Send request to Board of Directors and Standing Committee Chairs for proposed budget for the following fiscal year (due back by mid February).
- Review Treasurer expenses for current season and include in proposed budget for the following fiscal year.
- Meet with Finance Committee and prepare proposed Budget for next fiscal year to be presented to and approved by Board of Directors.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Balance GCGC Checkbook.

MARCH

*move to
Nov. 1*

- Receive cash, checks, receipts from Board of Directors and General Meetings. Record and deposit into club account. Write checks accordingly.
- Send check to Bonita Storage Inn for annual rental of GCGC storage unit (\$----). 10% discount is provided to GCGC for making annual payment.
- On a monthly basis throughout the year, monitor the GCGC P.O. Box, regular mail and e-mail for receipt of invoices of all expenses for payment. Make deposits/payments and write/sign checks accordingly.
- Send check to the Post Office for rental of GCGC P.O. Box 94, Bonita Springs, FL 34133 (annual cost is \$---).
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- First Monday of the month, attend Board of Directors Meeting.
- Present proposed Budget for the next fiscal year to BOD.
- Second Monday of the month, attend General Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- Present proposed Budget for fall fiscal year to the club membership at General Meeting. Publicize proposed Budget to club membership via Blossoms Bulletin.
- Prepare written report of all receipts and disbursements, properly attested by the 1st VP.
- Balance GCGC Checkbook.

→ Add in Insurance paid

APRIL

- Receive cash, checks, receipts from Board of Directors and General Meetings. Record and deposit into club account. Write checks accordingly.
- Conduct a monthly budget review (monitor spending in relation to budget, identify any budget overages and report to Finance Committee). Ensure copy of budget is posted at General Meeting (include report of receipts and disbursements).
- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend Annual Meeting.
- Make out check to Unity Church for monthly GCGC meetings held at the Church (\$75.00 for General Meeting and \$25.00 for BOD Meeting). Place note with check in envelope and slide under the door of the Pastor's office following the General Meeting.
- Finalize proposed GCGC budget for the following fiscal year. Present to membership at the Annual Meeting. Conduct approval vote by membership of proposed Budget. Respond to questions and inquiries.

- Provide written report, properly attested by the 1st VP, to club membership at Annual Meeting.
- Provide copy of final approved budget for the next fiscal year to BOD and Committee Chairs. Request 3rd VP to communicate to membership in the Blossoms Bulletin and request Webmaster to post on the GCGC website.
- Ensure process is in place to monitor expenses for Treasurer's expenses for the next fiscal year.
- Balance GCGC Checkbook.