

IWCNE Treasurer

Purpose of the Position

The Treasurer is an Officer of the club and responsible for keeping all club financial information current.

Duties

The Treasurer:

1. Creates an annual budget.
2. Creates a monthly Treasurer report that gives details about IWCNE's financial dealings and status.
3. Keeps the club's non-profit tax status up to date with the State of Maine.
4. Keeps the checkbook ledger up to date.
5. Maintains ledger sheets showing exact purpose of income or expense clearly divided into Administrative or Charity accounts. Carries over categories from the previous year. Creates new categories during the year as needed.
6. Maintains a file of bills and receipts for disbursements in alphabetical order according to the recipient.
7. Maintains a file of deposit slips in chronological order that clearly describe what each deposit was for.
8. Maintains a chronological file of club bank statements.
9. Maintains records pertaining to the club's Certificate of Deposit.
10. Supplies cash for change during club events when needed.
11. Creates an annual Treasurer report for the incoming Executive Board.
12. Writes the checks presented to charity organization recipients in the same year the money is raised.
13. Prepares the IWCNE annual tax documents.
14. Attends Executive Board meetings and gives the Treasurer Report.

Procedures

The Treasurer follows these procedures:

Disbursements

1. Writes checks to recipients and records this in the checkbook ledger.
2. Records check number and date on the bill or receipt and files it alphabetically.
3. Records the disbursement in the accounting ledger specifying the correct category of the transaction.

Receipts

1. Stamps the back of the check with the club name and a "for deposit only" notation.
2. Records the source of all funds and correct category for each deposit of cash, checks, or both and attaches the deposit slip; files in Receipts in chronological order.
3. Records the transaction in the checkbook ledger and accounting ledger.