AAUW
HEALDSBURG BRANCH
TREASURER JOB DESCRIPTION
Reviewed January 2018

All board members are expected to do the following:

Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to co-presidents at least 48 hours prior to meetings. Communicate with both co-presidents regarding branch issues.

BOARD POSITION: Treasurer

<u>For both the Healdsburg AAUW Branch 501 (c)(4) and the Healdsburg AAUW Fund 501 (c)(3):</u>

- Budget
  - Before Retreat, request proposed budgets from committee chairs. Prepare proposed budget spreadsheet - based on last year's actuals and requests from committees – and present at BOD Retreat. Finalize budget before first scheduled Board meeting in September and email to Board.

- Income and Expenses
  - Receive and deposit all monies on a timely basis; be aware of automatic deposits from AAUW National (membership income), Amazon smile, Escrips and transfers from Paypal and Eventbrite.
  - Track all income and expenses in Quicken
  - Balance checkbook monthly and/or synch accounts with bank electronically
  - For all expenses, require a "Request for check or reimbursement" form with receipts attached and appropriate account information within 45 days of incurring the expense
  - Pay all bills within 30 days of receipt
  - Close the books as of June 30; keep books open 1-2 weeks maximum past year-end, if necessary

- Reports
  - Finalize budget by September BOD meeting.
  - Prepare Treasurer's report monthly
  - Update Budget spreadsheets monthly
  - Email Treasurer's report and Budget spreadsheets to Board 5-7 days before each Board meeting
  - Produce Register Report for President or other BOD members as requested
  - Produce annual financial reports for Branch and Fund for AAUW National by July 31.

- Taxes
  - For Branch:
    - Send notice to National by October 15 or sooner for Group Exemption Federal IRS form 990 Group Exemption (This is done on Member Services Database (MSD) on National website, then go to "Group Exemption Annual Form")
    - File CA FTB Form 199N online (e-postcard).
    - File CA Attorney General Form RRF-1 annually

  - For Fund: Prepare or oversee tax preparation by Nov 15 (or sooner)
    - Federal IRS Form 990
    - CA Franchise Tax Board Form 199 (Total income less than $50,000 to file electronically)
    - File CA Attorney General Form RRF-1 (Registration Renewal Form) annually
    - SI-100 (California Statement of Information) for incorporated branches
    - NOTE: Income over $50,000 requires the filing of California and Federal income tax returns

  - Retain financial records for 7 years

- Misc
    - Check post office box each week for mail and incoming checks
    - Monitor Healdsburg.aauwtreas@gmail.com account.
    - Request certificates of insurance for venues requiring proof of coverage for a branch program or event. (Send notices at the beginning of each fiscal year with follow up notices throughout the year to AAUW function leaders/hosts and event planners as to whether insurance is needed to protect the host and/or AAUW. If insurance is needed, have the leaders or planners complete the necessary information required (see form or contact insurance company) and send off to the AAUW insurance company (currently Westport & Assoc.)).
    - Turn over duties to next Treasurer.
    - Change signature card at the bank
        - Contact bank to create signature card documents
        - When documents ready, contact president & vice president to sign
        - Contact current secretary to sign documents for verification
    - Give post office key to incoming Treasurer

For Healdsburg AAUW Fund

Donations

- Track all donations and send periodic updates to Fundraising Chair, so that she can generate thank-you notes in a timely manner

Homes Tour

- Attend monthly HT Committee meetings as scheduled
- Track all ticket sales, advertisers and sponsorship revenue and HT donations
- Deposit all revenues (cash, checks, and electronic currency) from HT and raffle sales.
- Enter income and expenses into Quicken
- Enter names of ticket purchasers who pay via check into Constant Contact will-call list.
- Report income and expenses to the HT chairs and Board monthly, February through May
- Monitor Constant Contact and Paypal while ticket sales are in progress.
- Generate Constant Contact will-call list the night before the HT.
- Report final income and expense report to HT chairs and Board

Forum

- Deposit all revenue from Forum ticket sales
- Enter income and expenses into Quicken
- Create income and expense summary for each Forum
- Prepare and send 1099's to speakers at end of calendar year; File form 1096 with IRS

Refer to website http://www.aauwca.org/Forms & Documents/Leadership Training/Finance VP