

AAUW HEALDSBURG BRANCH
JOB DESCRIPTION
Revised March 2022

All board members are expected to do the following:

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

BOARD POSITION: TREASURER

Identify replacement and begin succession training 6 months prior to end of term.

For both the Healdsburg AAUW Branch 501 (c)(4) and the Healdsburg AAUW Fund 501 (c)(3):

- Budget
 - Before Board Retreat, meet with the President to review proposed budgets from committee chairs. Prepare proposed budget spreadsheet - based on last year's actuals and requests from committees – review with the President. Present the draft at the Retreat.
 - Prepare final budget to be approved at the first scheduled Board meeting in September
 - Once approved, provide a copy to the appropriate member of the Communications team for posting on the website

- Income and Expenses
 - Receive and deposit all monies on a timely basis.
 - Monitor and post all automatic entries to the bank accounts
 - Track all income and expenses in QuickBooks
 - Reconcile all bank accounts on QuickBooks monthly
 - 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. An emailed request with appropriate digital attachments of receipts may be used in lieu of the hard copy forms.
 - Pay all bills within 30 days of receipt. If received directly, request approval from the appropriate team leader.
 - Coordinate accounting and reporting for special activities (e.g. Fundraising Event, Forum, Programs, Public Policy events, Social Functions, Branch Meetings) with the appropriate team members.
 - Close the books as of June 30.

- Reports
 - Budget preparation annually
 - Treasurer's Reports for each Board Meeting (Statement of Financial Position, Statement of Activity, Budget to Actual), emailed to Board Members by date requested by President.
 - Special reports as requested
 - Produce annual financial reports for Branch and Fund for AAUW National or AAUW California as required by current procedure

- Reporting
 - 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
 - Retain financial records for 7 years
- Miscellaneous
 - 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 issued certificates to the appropriate team member.
 - Work with banks to file new signature cards when authorized officers (President, Vice President, Treasurer) change.
 - Train and turn over duties to next Treasurer. Turn over archived Treasurer files, supplies, forms, checks, keys, and any other relevant materials.

For Healdsburg AAUW Fund

Donations

- Track all donations on QuickBooks.
- Monitor PayPal for donations, and transfer donation funds to bank when received.
- Fundraising chair will issue donation acknowledgement letters for all End Of Year Campaign donations. Treasurer will issue letters for all other donations received during the year.

Spring Fundraising Event

- Attend monthly Spring Fundraising Event Committee meetings as scheduled
- Track all ticket sales, advertisers and sponsorship revenue and donations
- Deposit all revenues (cash, checks, and credit card sales) from event and raffle sales, if applicable
- Enter income and expenses into QuickBooks
- Enter names of ticket purchasers who pay via check into Constant Contact will-call list.
- Report income and expenses to the event chairs and Board monthly, February through May
- Monitor Constant Contact and PayPal while ticket sales are in progress.
- Transfer ticket sales funds from PayPal to bank periodically; run reports to document transfer amounts.
- Store PayPal credit card readers during the year. Update use procedures prior to each Fundraising Event.

- Generate Constant Contact will-call list the night before the event.
- Work at the ticket sales table during event. Manage, safeguard and maintain all funds received during the day.
- Report final income and expense report to event chairs and Board

Forum

- Deposit all revenue from Forum ticket sales
- Work with Forum registration consultant to receive and document ticket sales made online
- Enter income and expenses into QuickBooks
- 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

Tech Trek

- Deposit and record all funds received for Tech Trek scholarship donations
- Deposit and record all funds received for parent contributions
- Issue funds to the AAUW CA Tech Trek treasurer

Scholarships and Grants

- Issue scholarship checks to High School awardees as approved by the team lead
- Issue check to SRJC for annual scholarships as approved by the team lead
- Issue community grant checks to awardees as approved by the Fundraising Chair
- Invest, manage, track and report on restricted grant funds (e.g. Garren Scholarship funds)

For Healdsburg AAUW Branch

Memberships

- Deposit and record all membership funds received
- Provide Membership Chair with any applications or other documents received
- Work with Membership Chair to document and record all membership payments made to AAUW National according to their procedures
- Record all branch dues received from AAUW National

AAUW California Resources: <http://www.aauw-ca.org/category/branch-support/finance/>

AAUW National Resources: <https://www.aauw.org/resource/finance-tool-kit/>