

AAUW HEALDSBURG BRANCH

TREASURER

JOB DESCRIPTION

Updated June 2024

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.
- Work with the nominating committee to identify their replacement when their term ends.

Responsibilities

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
- 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.
- Monitor and process transactions for Paypal accounts (separate accounts for Fund and Branch).
- 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 prepared as of month-end for distribution to the Executive Committee for review by the Financial Oversight Committee.
 - 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 donations received, except Tech Trek donations, which are acknowledged by the Tech Trek Fundraising team.
- Fundraising Events
 - Attend Fundraising Event Committee meetings as needed
 - 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.
 - 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.
 - 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
- 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
- Restricted Funds
 - Invest, manage, track and report on restricted funds provided to AAUW for a specific purpose.

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
- Other Responsibilities
 - Make contribution from Branch to Fund in memory of deceased members
 - Handle setup of Constant Contact events used to collect fees (e.g. holiday party), and monitor and process payments
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AAUW California Resources: <http://www.aauw-ca.org/category/branch-support/finance/>

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