

Jardineros de Placitas

Job Description - TREASURER

BYLAWS REFERENCES:

Article III

Sec. 3: Club dues shall be paid annually. Dues shall become delinquent after November 15. Names of delinquent members shall be dropped from the active rolls and shall not be included in the yearbook.

Sec. 5: A new member who joins the Club from January 1 through June 30 shall pay the full amount of the annual dues. A new member who joins the Club from July 1 through October 31 shall pay one-half the amount of the annual dues. A new member who joins in November or December shall pay only for the following year and shall immediately become a member with full privileges.

Article V

Sec. 2: A proposed annual budget shall be reviewed by the Board and submitted to the membership for adoption.

Sec. 3: Club funds may be disbursed in accordance with the adopted budget without further approval. Any disbursement of unbudgeted Club funds in excess of twenty-five dollars (\$25) over any line item in the annual budget must be approved by a majority vote of the officers of the Club. Such vote may be taken by electronic mail (email) or other method without a meeting. The vote shall be recorded and reported at the next general meeting of the Club by the Recording Secretary.

Sec. 4: Moneys budgeted but unspent at the end of the fiscal year shall remain the the Club's general funds.

Article VI

Sec. 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Sec. 2: The officers shall be elected . . . for a term of one year. . . .

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article VIII

Sec. 1: The officers shall perform those duties prescribed by these bylaws, duties usually performed by persons in such offices, and such other duties as the Board shall direct.

Sec. 6: The Treasurer shall prepare a proposed annual budget, shall have charge of all moneys, and shall disburse all budgeted funds. The Treasurer shall keep an accurate accounting of membership dues and inform members when dues are payable or delinquent. The Treasurer shall prepare a statement of account for all regular meetings; shall maintain an accurate ledger subject to review by the President or authorized member(s) of the Board of Directors; shall prepare an annual report; and shall maintain a file of all prior such annual reports. In the absence of the Treasurer, the President is authorized to sign checks of the Club.

Article IX

Sec. 2: The Benevolence Committee (a) in coordination with the Treasurer, shall present to the membership formal recommendations for donations

Article X

Sec. 1: The President shall appoint at the October meeting an ad hoc Auditing Committee consisting of two members to review the Treasurer's ledger prior to installation of the succeeding Treasurer in January.

STANDING POLICY REFERENCES:

7. Club contributions . . . or the reimbursement of a Club member for expenditures related to such contributions, may not be made from Club moneys without prior approval. Approval shall be granted only through one of the following procedures:

a. Inclusion of the contribution in the Club's annual budget approved by the membership;

b. inclusion of the contribution in the recommendations for donations presented by the Benevolence Committee and approved by the membership;

c. Inclusion of the contribution in the plan prepared by the Community Service Committee and approved by the Board of Directors.

TREASURER'S TIME LINE

Throughout year:

- Accept dues for new members from Membership Committee. Deposit all income promptly.
- Write checks or otherwise disburse funds in accordance with adopted budget, motions passed by Club membership, and bylaws
- Maintain and update ledger, record of membership dues, deposit tickets, receipts for disbursements, check register from check book, bank statements, etc.
- Review monthly bank statements for correctness; balance checkbook.
- Present monthly report [statement of account] at Club meetings, or contact President to handle if you cannot attend. Give a copy to the President.
- Attend all Jardineros board meetings and perform such duties as are assigned by the Board or the President.

MAY -

- Post office box rental due.
- After Benevolence donations have been approved by members at a Club meeting, write donation checks and deliver to Corresponding Secretary for mailing. Give Webmaster and Yearbook Chair list of donations. (Note: this might occur at a meeting other than May.)

JULY -

- Dues for new members are half price July through October.

SEPTEMBER -

- At meeting, remind members you will start to collect next year's dues and that dues are late after November 15.
- Solicit budget input from officers and committee chairs for upcoming year. Prepare a draft budget for the upcoming year. The President will call a meeting of the board to prepare the budget to be presented to the membership at the October meeting and voted on in November.

OCTOBER -

- Collect dues.
- Present proposed budget to membership at meeting.

NOVEMBER -

- Collect dues. Give list of paid-up members to Membership Chair, Yearbook Chair and Webmaster.
- Advise Yearbook Chair of any dues received after the deadline, until he/she lets you know he/she can no longer make changes.
- Advise the Chair of the Membership Committee so he/she can begin making update sheets for the yearbook. CC the webmaster so he/she can keep the website membership directory up to date.
- Budget will be voted on by membership at meeting. Make any changes to budget document; print and keep hard copy of budget as adopted; send copy to each officer and committee chair.
- Holiday Party checks should be given by the club members to the Holiday Party Interest Group chair. If you receive any by mistake, turn them over to the Party Chair.
- Coordinate with the Party Chair on depositing party checks, paying party bills, etc.

DECEMBER -

- Request all final reimbursement requests for year, to close out books.
- Complete and deliver all reimbursement checks.
- Begin close-out of books.
- Begin annual report.
- Get from the Recording Secretary a signed copy of the October meeting minutes that show the election of officers. Give to US Bank these minutes and a letter indicating that the current year's President and Treasurer will no longer be officers after the January installation. Arrange for new signature cards to be signed at US Bank.

JANUARY – First week in New Year

- Complete close-out of books.
- Complete annual report for Club historical purposes. Include membership roster, budget, cash flow report, and list of Club donations.

- Prepare documents for Audit Committee. Include annual report, yearly cash flow report, deposit tickets, receipts for disbursements, check register from check book, and bank statements. Deliver account books and documents to Audit Committee for their review, which needs to be completed before January meeting.

COMMENTS AND SUGGESTIONS from predecessors:

Give people specific date deadlines for budget input, reimbursement requests, etc.

Updated September 2013