

THE TRI- LAKES WOMEN'S CLUB POLICY AND PROCEDURE

Committee: Executive -Treasurers

Subject: Duties

Revision Date: November 2019

The Operations Treasurer shall:

1. Be responsible for all financial affairs of the club, to include overseeing the Charitable Events/Educational financials;
2. Develop an operating budget for approval of the Board of Directors based on projected receipts and expenditures, as submitted by the members of the Board of Directors;
3. Be responsible for collection of money and payment of bills for the club operating account including luncheons and special events and will send notices of nonpayment;
4. Present the proposed yearly operating budget at the September general membership meeting;
5. Act as compliance officer for the corporation;
6. Maintain file copies of all State and Federal government forms and/or documents to maintain the our 501(c)(3) status;
7. Provide copies of all government related documents to Presidents for inclusion in corporate book;
8. Track and report her volunteer hours to the secretary at monthly board meetings;
9. Prepare for and chair an end-of-year review no earlier than May of all club accounting records including the Charitable Events accounts;
10. Provide profit loss statements and balance sheet reports to technology chair to post on the website.

The Charitable Events Treasurer shall:

1. Be responsible for the financial activities related to the club's fundraising programs;
2. In concert with the fundraising event chairpersons develop a budget for each event and obtain approval from the Board of Directors;
3. Be responsible for collection of money and payment of bills for the club charitable events account;
4. Present the proposed yearly charitable events budget at the October general membership meeting;
5. Track and report her volunteer hours to the secretary at monthly board meetings;
6. Prepare for and participate in an end-of-year review of the Charitable Events accounting records to be included in the club end of year accounting review conducted by the operations treasurer;
7. Provide profit loss statements and balance sheet to technology chair to post on the website.