

TREASURER

The chief function of the GAWN Treasurer is to provide general financial oversight; bookkeeping and recordkeeping; and financial budgeting and reporting to the board. Attendance at all luncheon and board meetings is expected.

MONTHLY LUNCHEON MEETING

BEFORE:

- Check PO Box for any last minute checks on Tuesday prior to the luncheon.
- Print a backup luncheon registration list to bring to the luncheon.
- Arrive early to luncheon and ensure that you bring \$75 petty cash to the event. (Bring \$150 for special events i.e. showcase or silent auction).

DURING:

- If needed, assist Registrar with count of meeting attendees and collection of monies.

AFTER:

- Pay monthly meeting bill immediately following the luncheon.
- Make timely deposit of
 - monies collected from Registrar at meeting
 - membership fees collected
 - web advertising fees collected
 - any other fees from special events (tabletops, etc.)
- Reconcile roster, petit cash, checks and monies collected during meeting. Post all funds received from payments through GAWN's website with credit cards or debit cards. (Registrar will post luncheon fees or memberships received at the meeting.)
- Deposit all monies received within one week of receipt.

MONTHLY BOARD MEETING

BEFORE:

- Update GAWN QuickBooks software file.
- Prepare monthly financial report showing income and expenses (Profit & Loss and Balance Sheet statements) and submit to Chair the weekend before the Board meeting.
- Include monthly bank statements in board report.

DURING:

- Present report.

AFTER:

- Upload approved statements to Google Drive in a PDF format (do not post in excel)
- Complete any action items.

OTHER ANCILLARY DUTIES

- Each July, prepare Actual-to-Budget report for past year and proposed budget for upcoming year. Present both reports at annual retreat.
- Maintain checkbook, banking statements, and all other financial records for GAWN.
- Maintain GAWN QuickBooks software program with appropriate financial information to be passed to subsequent Treasurer.
- Check the Post Office box weekly, distribute mail accordingly, and make appropriate deposits within one week of receipt.
- Pay bills in a timely manner including Post Office box rental, new member nametags, reimbursements for printing and postage and occasional other Board expenses as per receipts turned in by members. No member shall be paid from Board funds without receipt or documentation describing expenditure.
- Reconcile and post the automatic payment debits from the website hosting company for transaction postings and monthly charges.
- Distribute financial statements to any member requesting them.
- File annual report on or before May 1 each year with the Florida Department of State.
- File the 990-N annual return with the Internal Revenue Service.
- Review Treasurer job description and duties and update as necessary before end of term.