

MATLACHA HOOKERS TREASURER PROCEDURAL MANUAL

The Treasurer shall chair the Budget committee. Upon Budget approval from the membership, the Budget will be published annually.

The Treasurer has responsibility for login information for electronic access to bank documents.

The Treasurer shall keep in her position all check books, bank statements, CDs, cash funds, and various other financial data pertinent to the operation of the organization.

The Treasurer shall perform duties, such as, deposit of monies received, pay recurring bills, write checks for other approved expenses, renew current Certificates of Deposit, generate monthly financial reports, She shall also serve as liaison with the Organization's Certified Public Accountant for the preparation of annual Income Taxes or any other necessary fiscal responsibility.

The Treasurer shall submit monthly sales and use tax reports and pay fees, if applicable.

The Treasurer shall store, in the permanent Corporate Record Book, copies of the official documents specified in the Procedural Manual.

The Treasurer shall make available financial information for the general membership with the exception of Outreach activities as these are confidential.

The Treasurer shall, each month, maintain records and receipts of all monies deposited and disbursed.

The Treasurer shall provide year end documentation to the Certified Public Accountants after the approval of the December financials.

BOARD MEETINGS:

The Treasurer shall generate and provide financial reporting of such in the form of a Balance Sheet, Income & Expense including Year to Date and reconciled bank statements to the Board of Directors prior to each Board meeting. Upon approval from the Board, the financials will be posted to the website and available for general membership review prior to the General monthly meeting.

GENERAL MEETINGS

The Treasurer will present the monthly financials to the General Membership at each monthly meeting and be prepared to answer any questions.

The Treasurer will collect dues at each meeting along with membership applications and renewals. Each application will then be passed on to the Secretary for updating of membership records.

The Treasurer, at the end of each meeting, will collect monies from 50/50 drawing, Food Pantry monies collected and any other monies taken in at each meeting. It is the responsibility of the Treasurer to track all monies collected for each event and/or committee group for accurate reporting.

EVENTS

The Treasurer is responsible for providing a start-up bank prior to each event and the collection of receipts at the end of each event. The Treasurer shall count funds received with the Committee Chair (or other designated person at the event) and have the Committee representative sign off as agreement of receipts.

Amended 2/6/2024