

FAN JOB DESCRIPTION

Treasurer

Responsible for financial management of FAN, including budget development, financial reporting, and documenting incoming and outgoing funds. Acts as the financial watchdog, ensuring the protection of the club's funds.

- Oversees the general financial management of FAN
 - Collects, deposits, and tracks funds
 - Handles expense reimbursement process
 - Educates all board members on the process for collection and disbursement of funds
 - Writes checks
 - Reconciles bank statements
 - Manages cash flow
 - Provides reports and statements monthly to Auditor
 - Prepares annual federal tax return

- Provides financial reports:
 - To the Board prior to *monthly* board meetings
 - Itemized Categories with Detail YTD, showing Actual, Budget and Difference
 - To the Board *mid-year* (January) and *end of year* (May)
 - Itemized Categories with Detail YTD
 - Highlight anomalies and areas of concern

- Chairs the Budget Committee
 - Organizes Budget Committee meetings
 - Leads the development of annual budget
 - Secures endorsement of FAN Executive Board
 - Presents proposed budget at General Membership Meeting in September and secures approval

- Manages relationship with bank
 - Coordinates transfer of signature authority from previous Treasurer and President

- Oversees 50/50 Raffles at meetings and events
 - Purchases raffle tickets, separates them into packets according to number of tickets per dollar purchased
 - Assembles sales team for each meeting and event, provides guidance as needed
 - Has cash on hand for change, determines total sales amount and amount to be distributed to raffle winners (generally two, but number of winners could change depending on amount of sales)
 - Maintains accounting records of money received and disbursed

FAN JOB DESCRIPTION

Treasurer (cont.)

- Controls payment process portion of Silent Auction at Holiday Charity Luncheon
 - Works with Holiday Charity Luncheon Chairpersons and Silent Auction Committee Lead to ensure process is efficient and physical set-up lends itself to crowd control
 - Assembles team and makes task assignments

Timeline / Significant Milestones

May (prior to beginning of fiscal year)

- Purchases current version of Quicken, if needed
- Meets with Auditor to review fiscal year's books
- Reports year-end budget status and financial review to Executive Board

June

- Initiates the annual budget development process
- Arranges for signature transfers at bank

September

- Secures approval of budget at September General Meeting

December

- Prepares for Raffle and Silent Auction at Holiday Charity Luncheon
- Provides detail report to Holiday Charity Luncheon Chairperson on moneys raised for the charity

January

- Reports mid-year budget status and financial review to Executive Board

May

- Prepares for Spring Luncheon (if raffle ticket sales are part of event)
- Closes the books as close to the end of May as possible for Audit Committee