

TREASURER

Proficiency Required: Understand the principles of finance. Proficient using a financial or bookkeeping program, email, a word processing program, and the ability to transfer documents to pdf format. Can back-up files to a flash drive to transfer work to the following treasurer.

Residency Requirements: This position requires year-round residency in the Southern Arizona area. This requirement is because of the duties to weekly/bi-monthly inspect the Green Valley post office mailbox, pay bills, and deposit money. Also, during the summer, an electronic report is due to the Arizona State Non-Profit Corporation. (The Treasurer may have another member cover his/her vacation time.)

SPECIFIC DUTIES

- Promptly review expense reports and pay recipient.
- Collect dues and payments through the mail and at society meetings for membership, seminars, and special events.
 - Post all new memberships to the web site and indicate form of payment
 - Post all renewals to the web site and indicate form of payment
 - Post all monies received related to Seminar and workshop to the web site and indicate the form of payment
 - Monitor the PayPal account and monthly transfer all income to bank account.
- Appoint additional committee members as needed.

Banking

- Responsible to maintain the SAGS checking and credit card accounts.
- Appear at the bank with outgoing and incoming treasurers and presidents to exchange duties and execute signature cards.
- Sign the Arizona State Non-Profit Corporation form for the official exchange of incoming and out-going board officer duties. This action is especially crucial for out-going and in-coming Treasurers.
- Co-signatures with the President are required for checks, bank accounts, CDs, contracts, and essential documents over \$500.

Weekly Duties

- Pick-up mail from the Society's P.O. Box (#1009) at the Green Valley Post Office once a week. The exception is during dues collection (October-December) and seminar registration (November-January) when mail

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- should be picked up at least twice a week. Distribute all correspondence to board members.
- Write checks for expenditures. Track the check number and budget category charged for the expense (e.g., programs, library, corporate obligations, etc.)
- Deposit all money to the checking account in a timely manner. Noting the budget category in which the deposit should be credited (e.g., seminar, membership, raffle, etc.)

- • Backup the treasurer files after each use. Inform the President and Secretary where the files are placed.

Monthly Duties

- • Reconcile monthly bank statements. Print the report and maintain it with the monthly files.
- • Prepare monthly financial reports. Reports should include an itemization of expenses paid, income received, and the Society's net worth. The reports should be distributed to the board members at the monthly meetings.
- • Operate a reception table at monthly society meetings where members can pay their dues and for special events.
- • In October, prepare a "state of the budget" report for the SAGS newsletter. The purpose of the report is to inform members of the Society's financial state.

Special Reports/Documents

- • Prepare the Financial Review at the beginning of a new Operating Year (October) for the previous year (1 October – 30 September). Report should include a monthly income and expense report (can be substituted with the monthly Treasurer Report), annual itemized categories report, bank transactions, monthly bank statements, and checkbook notes. Place all paperwork in a folder marked for the Operating Year. The folder is given to the Chair of the Audit Committee before the end of October of the new operating year.

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- • Prepare for the first board meeting in October:
- ○ Remind board members to submit any outstanding expenses to the Treasurer at the end of the operating year. This action will provide adequate time to close out the budget year and prepare reports. Ask if members expect any changes to their budget from the previous operating year to build the new budget. ○ Present the previous operating year's budget close-out. The report should include all expenses paid and income received between the April board meeting and 30 September. The report should also include a section showing a comparison between the budget and the expenditures for the previous operating year.
- Present a proposed budget for the present operating year. Expect the board to make changes to the proposed budget.
- • Prepare for the November board meeting by incorporating changes (if any) for the current operating year's budget and presenting the final operating budget to the board approval.
- • Prepare an income and expense balance sheet in December, March, and June, comparing it to the budget. Include the information in the Treasurer's Report for the board Meeting.
- • File the online IRS report (e-postcard E 990-N for Tax-Exempt Organizations) in January or February. SAGS's identification number is 86-0706423.
- • File the Arizona State Non-Profit Corporation report between June and August. Filing requires a \$10.00 filing fee. The report can be filed online if you use the Society's debit card. Otherwise, file by certified mail. SAGS's identification number is 1473010-3.

- • Determine if another insurance company can provide a cheaper rate for the Society's liability coverage. Insurance coverage should be reviewed in late summer.
- • Co-sign with the President, Society documents including bank accounts, CDs.
- Any contracts for services, such as speakers for meetings and seminars, if approved by the BOD may be signed by the Director of Programs or the Treasurer or the President
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- Treasurer is authorized to make payments via check and credit card for all Corporation expenses and all expenses approved by the BOD, and any payments authorized by the president in writing or email. Any other payments of \$500.0 or more need the signature of both the Treasurer and President.
- July 4, 2023