

Firebelles Treasurer

Job Description

PURPOSE:

Maintain accurate and timely accounting and control of all financial matters for the Firebelles.

RESPONSIBILITIES:

- Receive and deposit all funds belonging to the Firebelles.
- Pay bills as authorized. Must have an invoice or receipt for all bills. There is a special form for reimbursements and revenue that must be submitted. All checks drawn on the Firebelles bank account require two signatures (Treasurer, President or 1st Vice-President.
- Keep financial records, including monetary summaries on individual projects and events, and report on income and expenses at both the Firebelles Board and General meetings. Provide copies of these reports to both the President and the Secretary.
- Require and retain receipts/records and bank statements for all monies received or disbursed.
- Make treasurer's books available to the assigned auditor at the end of each term.

CALENDAR:

Maintain and record Firebelles finances in a timely manner to keep the records accurate and up to date. Encourage those with receipts/bills or income to submit these in a timely manner. Have auditor receive treasurer's records as close to the end of the year/term as possible so that they can quickly be available to the next year/term's treasurer.

GENERAL NOTES:

Helpers/Subcommittees – Work with Firebelles Board, committees and event chairs to provide the financial support each may need.

Skills/Equipment – Be organized with the check book, receipt book, bank records and money/checks so that funds and event income and costs can be kept separate and reports will be accurate allowing for tracking of each. Extremely helpful to have a computer and computer skills, and recommend using an Excel spreadsheet. Reports are easier to produce and balancing of statements is quicker. Supplies needed are stamps, envelopes, paper and one black ink cartridge for printing.

Budget – Treasurer should assist the President with preparing the Firebelles annual budget to insure that bank balances are adequate to cover planned and unforeseen expenses, and seed money for each of the fundraising events. Adequate money should be retained in the bank for the upcoming new Board to function. (Typically approximately \$5,000.00)

Tips – Expenses for stamps, envelopes, etc. can be cut by handing checks to people and to the LOP Admin Office rather than mailing them. When making bank deposits, keep funds separate. It is easier to keep records straight and record income and expenses by project. Also, it is helpful to keep separate file folders for each income/expense category.

Donations not exceeding \$400.00* require the approval of the Executive Board, only. All donations exceeding \$400.00* require the approval of the Executive Board and a majority of the General Membership present at the monthly meeting at the time the proposal is made.

Budget for 2014-2015: \$100.00

Last Revised June 2014 – Julie Barnum

*amount currently found in latest Bylaws – see Article I - Officers