

Treasurer

Regularly:

- Handle communication with our banking services regarding accounts, check use, and fees
- Respond to treasurer-related email in a timely manner
- Write checks, either manually or electronically, to ensure timely reimbursement of volunteer purchases
- Enter and adjust all payments and deposits into QuickBooks
- Oversee and communicate with Assistant Treasurer, who will be putting items into QuickBooks
- Oversee the transfer of data between the YHSA web site registrations, PayPal account, and QuickBooks (This should be automatic, but there are frequent glitches in the system)
- Be prepared to help handle member sign-up glitches that other Board members cannot reconcile
- Work with all Board members in entering/categorizing payments, deposits, and reimbursements into QuickBooks
- Collect and organize receipts digitally for tax preparations
- Serve on the Finance Committee
- Oversee Assistant Treasurer and Box Tops/Campbell's Organizer

Monthly:

- Attend Board meetings and pray about Board decisions
- Pitch in to help with Board initiatives
- Publish and supply monthly budget reports for Board meeting
- Reconcile bank accounts and facility fees
- Work with Communications Chair to maintain Treasurer's Corner portion of the web site
- Be prepared to advise the Board about monetary spending and income issues
- Make financial decisions alongside the rest of the Board, seeking permission for any account changes after explaining pros and cons to the Board

Annually:

- Lead the Budget Committee each year in setting the budget
- Prepare last year's budget and estimated profits prior to the budget meeting
- Schedule annual payouts to vendors such as web site and insurance company
- Schedule annual Facilities donation payments
- Communicate and oversee tax preparation with our tax preparer
- Prepare necessary reports for tax preparation

Assistant Treasurer

Assist Treasurer in whatever manner necessary