

## Treasurer Responsibilities

### Part One

As an elected member of the Executive Board, you are expected to

- Attend Business, General Membership, and Executive Board Meetings.
- Arrange for a proxy in case of an absence.
- Become familiar with the NorCal constitution, bylaws, and appropriate leadership guides.

As treasurer, you are expected to

- Maintain the financial records of the Club and receive all monies, as prescribed in International Bylaws Article XVI Financial Management Sec. 12-13 and Policy 16.1, Financial Data Guidelines, and promptly deposit them in the bank previously approved by the Executive Board.
- Chair the budget committee.
- Be on the distribution list from Headquarters to receive dues receipts for new & renewing members.
- Maintain a list of current members.
- Submit a full written report of finances to the Executive Board at each meeting.
- Provide books and accounts to the Audit Committee no later than April 1 after the completion of the fiscal year.
- Before retirement, deliver all books, monies and property of NorCal to the incoming Treasurer.

*The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail.*

### Part Two

In addition to the items in Part One, on an **annual basis** you are expected to

- Choose one or two other board members to sign checks in your absence. Facilitate the update of the names on the signature card at the bank. During the appointment, show signed copies of the minutes that report the election results. Provide the bank with the account number for each account. Confirm the IRS Employer Identification Number and the legal name of the club. Insure that each signator provides a photo ID and one other form of identification.
- File federal (Form 990-EZ or Form 990-N e-postcard) and state (Form 199 or 199N e-Postcard) tax forms.
- File Form S-I-100 Statement of Information with the Secretary of State and pay the registration fee in even numbered years.

In addition to the items in Part One, **during your term** you are expected to

- Maintain accounting records using appropriate software.
- Write checks to WBCCI for supplies, to RV parks or fairgrounds, vendors of activities and meals at rallies, and to club members upon presentation of appropriate receipts.
- Endorse checks received with the appropriate stamp, record the dollar amount and date in the check book register and accounting software. Deposit all income into the proper banking account.
- Provide a receipt to persons paying with cash and file a copy in the appropriate summary envelope.
- Monitor the balance in the checking account and the certificate of deposit.
- Keep a file of important records and documents including the articles of incorporation, copies of tax forms, and other financial history.

- Provide contact information for Cramer Graphics in MO (cramergraf@kc.rr.com) to the appropriate individuals so that thank you plaques are ordered in a timely manner. This is the source for the president's ½ mallet if desired.
- Maintain financial records a minimum of seven (7) years. After the completion of the audit the records may be stored in a central location

In addition to the items in Part One, **during rallies** you are expected to

- Bring to each rally a copy of the contract with the park or fairgrounds as provided by the Rally Chair, the NorCal checkbook, expense claim envelopes, receipt book, and appropriate summary envelope.
- Work with the registrar to determine monies owed for parking, rally events, meals, hospitality, etc. Write checks in a timely manner and encourages prompt deposit of checks.
- Provide the other signators with means to pay the bills when absent from a rally.

Also, you are expected to

- Suggest improvements of this document to the Constitution and Bylaws Chair.

*Revised November, 2023*