

Treasurer:

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Key Responsibilities:

- **Financial Management:** Track income and expenses, maintain bank accounts, complete monthly reconciliation, and ensure bills and reimbursements are paid promptly.
- **Record Keeping:** Keep organized financial records (bank statements, receipts, deposits, invoices) and ensure secure document storage.
- **Budgeting:** Work with the board to prepare an annual budget and monitor spending throughout the year.
- **Reporting:** Present clear financial updates at board meetings and provide an annual financial summary.
- **Compliance:** File annual IRS Form 990 (or 990-N postcard), 1099's and any required state reports.
- **Internal Controls:** Ensure dual approval for large expenses and maintain transparency in all transactions.
- **Fund Management:** Oversee receipt of registration fees, sponsorships, and fundraising income, ensuring proper deposit and tracking.