

Operating Guidelines Treasurer

1. Attend all general, board, and special meetings.
2. Be available before and after all meetings to collect monies and issue reimbursement checks.
3. Give Treasurer's Report at general meetings and board meetings.
4. Take responsibility for all funds and securities of the corporation.
5. Receive and give receipts for all monies due and payable to the corporation. Deposit all such monies.
6. Pay all bills by check and log all checks in the Treasurer's financial record book.
7. Maintain the club's financial records for a minimum of seven years.
8. Sign checks. Checks must be signed by at least two officers. One of the two signatures must be either the President or the Treasurer.
9. Alert officers and board members immediately if the treasury is reduced to \$500 or less.
10. Pay annual post office box rent in July. Rent is due July 31st, and the "Rent Due" notice will be found in our post office box in the middle of July. Check with the Secretary before the due date to see if the bill has been received.
11. Pay annual clubhouse rent in July to Carmichael Recreation and Park District, P. O. Box 1, Carmichael, CA 95608. Rent is due July 1st.
12. Coordinate with newsletter editor to make sure reminder of annual dues renewal deadline and renewal form is printed in the September, October, and November issues.
13. Coordinate with newly elected officers to meet at bank before their taking office to sign signature cards for bank accounts.
14. Complete and return the "Statement of Domestic Nonprofit Corporation" document received from the California Secretary of State. This document is received in July, and the filing due date is September 30th. Our nonprofit number is CO383372 / 07725N.
15. Coordinate with Board for audit. The Club's Board of Directors is responsible for making certain the financial records are audited at least annually. This audit is performed within the first quarter of the each year. In the event a new treasurer is appointed at any time during the year, the financial records will be audited again.
16. Contact the club President for assistance with any questions not answered in this guideline.