

Treasurer: Operating Guidelines

1. Attend all general, board, and special meetings.
2. Be available before and after all meetings to collect monies and issue reimbursement checks.
3. Present 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. The current level to maintain free checking is \$5,000.
10. Coordinate with newly elected officers to meet at bank before their taking office to sign signature cards for bank accounts. Done annually, or whenever a change in officers occurs.
11. The Board of Directors is responsible for making certain the financial records are audited at least annually, within the first quarter of each year. The President appoints the Audit Committee. The Treasurer coordinates with the Audit Committee to ensure availability, if needed. In the event a new Treasurer is appointed at any time during the year, the financial records will be audited again.
12. Complete and file IRS Form 990-N annually, after January 1st but prior to April 15. Password and Login ID is on file with the Secretary.
13. Complete and return the "Statement of Domestic Nonprofit Corporation" received bi-annually from the California Secretary of State. On applicable years, this document is received in July; the filing due date is September 30th. Our nonprofit number is C0383372/07725N.
14. Coordinate with Newsletter Editor to ensure a reminder of annual dues renewal deadline and renewal form is printed in the September, October, and November issues. Reminder to Editor should be provided in early August.
15. Pay NCRG dues annually by January 31st.
16. Pay MAFCA Directors & Officers insurance annually by February 28th.
17. Pay ACCC donation annually by April 30th.
18. Pay annual clubhouse rent to Carmichael Recreation & Park District: rent is due by July 1st. The address is P.O. Box 1, Carmichael, CA 95608.
19. Pay PO Box rental annually by July 31st. Rent Due notice is sent to our PO Box mid-July. Check with Secretary to see if rental notice has been received.
20. Pay CAM Museum Dues annually by December 31st.
21. Contact the club President for assistance with any questions not answered in this guideline.